NEW COLLEGE
AND
THE GRADUATE SCHOOL
CATALOG 1991-92

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QUEENS COLLEGE

CHARLOTTE

Directions to Queens College

From I-85 and the Airport

Take Billy Graham Parkway exit—South. At the intersection of the Parkway and S. Tryon the name of the Parkway changes to Woodlawn Road. Continue on Woodlawn Road to Selwyn Avenue. There is a Queens College sign just before Selwyn. Turn left on Selwyn Avenue to Queens College. Turn left into the horseshoe driveway.

From I-77

Take Woodlawn/Queens College exit—South. Continue on Woodlawn to Selwyn Avenue. There is a Queens College sign just before Selwyn. Turn left on Selwyn Avenue to Queens College. Turn left into the horseshoe driveway.

QUEENS COLLEGE NEW COLLEGE AND THE GRADUATE SCHOOL CATALOG 1991-92

Volume 13 **Number 1** **July 1991**

Queens College adheres to the principle that all persons shall have equal opportunity and access to its educational facilities, activities, and employment. It does not discriminate on the basis of race, sex, creed, age, ethnic or national origin, or handicap in the administration of its educational policies, admissions policies, scholarship or loan programs, and athletic and other college-administered programs.

ACADEMIC CALENDAR 1991-92

Term I

Monday, August 12	Last day for New College registration by mail
Saturday, August 17	New College new student orientation
Friday, August 23	Last day for Graduate School registration by mail
Saturday, August 24	New students arrive
Monday, August 26	New student registration, 10 a.m.-6 p.m.
Tuesday, September 3	Evening classes begin (Drop/Add allowed only before first class meeting)
Wednesday, October 16	Midterm
Wednesday, October 23	Last day to withdraw
Sunday, November 24	Thanksgiving Break begins
Saturday, November 30	Saturday/evening classes resume
Monday, December 9	Classes end
Tuesday, December 10	Exams begin
Monday, December 16	Exams end

Term II

Monday, January 6, 1992	Last day for New College registration by mail
Saturday, January 11	New College new student orientation
Tuesday, January 14	Last day for Graduate School registration by mail
Thursday, January 16	Registration 10 a.m.-6 p.m.
Monday, January 27	Evening classes begin (Drop/Add allowed only before first class meeting)
Wednesday, March 11	Midterms
Sunday, March 15	Spring Break begins
Saturday, March 21	Saturday/evening classes resume
Wednesday, March 25	Last day to withdraw
Thursday, April 30	Classes end
Saturday, May 2	Exams begin
Thursday, May 7	Exams end
Friday, May 15	Baccalaureate, 4 p.m.
Saturday, May 16	Commencement, 10 a.m.

Summer Term 1992

May 18-July 31	Undergraduate
May 18-August 8	MBA Program
June 15-July 25	MEd Program

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This catalog was correct at the time of going to press. The college reserves the right to make changes in its educational programs as and when necessary.

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INTRODUCTION TO QUEENS COLLEGE

Queens College is a private college with close ties to the Presbyterian Church, located in a pleasant and historic residential area of Charlotte, North Carolina.

Since its founding 134 years ago, Queens has evolved into a diversified institution of higher education serving a variety of learners. Some 1,600 degree-seeking men and women of all ages are enrolled in Queens' three colleges:

- the *College of Arts and Sciences,* a coed undergraduate program that emphasizes the traditional liberal arts;
- the *New College at Queens,* for working men and women who want to earn undergraduate degrees in evening or Saturday classes;
- *The Graduate School,* offering mostly evening and Saturday courses leading to the master's degree in business or education.

In addition, Queens provides life-long learning opportunities through three non-degree programs:

- *Queens Compute,* which offers personal computer training in evening and daylong workshops;
- *Queens Excel,* the center for professional development at Queens;
- *Queens Continuing Education,* offering a wide variety of personal and professional enrichment courses for the Charlotte community.

Queens College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the following degrees:

Bachelor of Arts
Bachelor of Music
Bachelor of Science
Bachelor of Science in Nursing
Executive Master of Business Administration
Master of Business Administration
Master of Education

The National Association of Schools of Music and the National Association of Music Therapy have accredited the college's programs in music. The North Carolina Department of Public Instruction has fully accredited the education program. The nursing program is accredited by the National League for Nursing and is approved by the

North Carolina State Board of Nursing. Queens is also approved for veterans' education.

Queens College is a member of the Southern Business Administration Association and the American Assembly of Collegiate Schools of Business. Queens also is a member of the Conference of Southern Graduate Schools.

The New College and Graduate School operate under a trimester calendar. The academic year includes two 14-week semesters and a summer term.

This catalog describes the programs of New College and The Graduate School. A separate catalog describes the College of Arts and Sciences.

Statement of Purpose

Queens College, private and Presbyterian, is a diversified, co-educational, liberal arts college. The college is a community of learning which engages students in the concepts of a liberal education and its methods of inquiry, fosters an appreciation for intellectual discipline, prepares students as responsible and productive citizens, and challenges them to a life of intellectual curiosity and moral vision.

To achieve this purpose, Queens integrates the human experience through an interdisciplinary approach to learning which emphasizes knowledge, creativity, and critical thinking. Within the context of the Judeo-Christian heritage, Queens College seeks coherence among liberal learning, cultural awareness and international understanding, career preparation, and ethical sensitivity.

New College

Within the overall purpose of Queens College, the goals of New College are to provide adult students from the Charlotte community with baccalaureate education within a liberal arts framework and to provide continuing college education to members of the community.

New College offers evening and Saturday classes leading to the Bachelor of Arts degree with majors in accounting, business administration, computer information systems, English, history, and psychology; the Bachelor of Science degree with majors in communications and radiologic technology; and the Bachelor of Science in Nursing degree.

The Graduate School

The Graduate School at Queens provides advanced, specialized education which prepares students for professional careers. This education also seeks to develop personal and professional values which are necessary for responsible citizenship.

Programs at Queens lead to the Master of Business Administration degree, the Executive Master of Business Administration degree, and the Master of Education degree with concentrations in elementary or middle-grade education.

The Campus

Queens College is located on a wooded campus in the Myers Park area of Charlotte. Its Georgian buildings, many of them constructed in 1914 when the college was moved to this site, have been extensively remodeled. The architectural motif of red brick with white trim has been incorporated in the more modern buildings.

Principal buildings include the following:

BURWELL HALL, 1914, the focal point of the campus, faces Selwyn Avenue. In addition to housing administrative offices, the building has parlors which provide a spacious reception area for guests and social events. Robert Burwell served as president of the Charlotte Female Institute from 1857 to 1872, and his wife, Margaret Anna Burwell, was teacher and principal.

BELK CHAPEL, 1950, was a gift to Queens by the families and associates of William Henry Belk and Dr. John M. Belk, in their honor. Greek revival in architecture, it is equipped with a 39-rank organ, seats 750, and is used for chapel and for other religious services and meetings. The Belk families have been loyal and generous supporters of the college.

E.H. LITTLE FINE ARTS CENTER, 1966, contains the Charles A. Dana Auditorium, which seats 1,000 for concerts, recitals, plays and lectures. The center also contains the Suzanne Trezevant Little Recital Hall, an exhibition gallery, studios, practice rooms, classrooms for music and drama, and music offices that include a library of music, miniature scores, and recordings. Major donors of this facility were prominent philanthropists E.H. Little and Charles A. Dana.

JERNIGAN BUILDING, 1914, houses the Office of Student Development, a snack bar, Queens Compute, the business office, and the student bank. Dr. Charlton Coney Jernigan was president of Queens from 1951 to 1953.

MORRISON HALL, 1927, includes a large dining hall that was redecorated in 1988, a kitchen, the college bookstore, ceramics and sculpture studios, and auxiliary rooms. The building is named for its donor, Mrs. Cameron Morrison, wife of a distinguished governor of North Carolina.

IRWIN-MCKAY STUDENT HEALTH CENTER, 1958, provides seven hospital beds and rooms for consultations and treatment. It was a gift of Thomas M. Belk and his wife, Katherine McKay Belk, honoring Dr. John R. Irwin, Dr. Henderson Irwin, and Dr. Hamilton W. McKay.

ALBRIGHT RESIDENCE HALL, 1964, is named in honor of Miss

Thelma Albright, former dean of students and a long-time faculty member at Queens.

THE WILLIAM H. BARNHARDT CENTER, a dormitory facility completed in 1965, honors Mr. and Mrs. William H. Barnhardt. A prominent and devoted supporter of the college, Mr. Barnhardt was a member of the board of trustees.

BELK RESIDENCE HALL, 1954, honors the late Mrs. William Henry Belk, alumna, trustee, and benefactor. The hall was a gift to Queens from Mrs. Belk's sons and daughter.

HARRIS RESIDENCE HALL, 1954, honors the late James J. Harris, chairman of the Board of Trustees, and his late wife, Angelia Morrison Harris, both loyal and devoted supporters of the college.

LONG RESIDENCE HALL, 1914, is named for Miss Lily W. Long, who served the college for half a century and was president from 1891 to 1899.

WALLACE RESIDENCE HALL, 1962, honors Mr. and Mrs. J.M. Wallace and family. Mrs. Wallace was an alumna, and J. Mason Wallace, Jr., was a college trustee.

DANA CLASSROOM BUILDING, 1961, honors Charles A. Dana, a generous benefactor of Queens College, and contains classrooms, seminar rooms for smaller classes, a language laboratory, a large lecture hall, and faculty offices. Dana Building also houses the offices of New College, the Graduate School, and Executive Programs.

MCEWEN HALL, 1914, was renovated in 1989 to provide a classroom complex for the Foundations of Liberal Learning Program. The building, named for the late Dr. Mildred Morse McEwen, alumna and professor emeritus of chemistry, also includes other classrooms and a number of faculty offices.

OVENS ATHLETIC CENTER, 1954, includes a large gymnasium, classrooms, a dance studio, a weight room, and a swimming pool. Extensive renovation and remodeling took place in 1989 with the expansion of Queens' athletic programs. David Ovens, business executive and merchant, was a Queens trustee and benefactor.

WALKER SCIENCE BUILDING, 1966, contains laboratories, classrooms, faculty offices, and research facilities for biology, chemistry, and physics. It also houses Queens' computer center, which contains two DEC MICROVAX II computers and several IBM-compatible micro-computers. The academic computer is equipped with 320 million characters of on-line disk storage, 16 terminals at various locations around the campus, a 600-line-per-minute printer, and a high quality dot-matrix printer.

In 1988, the Dickson Microcomputer Center was added. Created by the Dickson Foundation, this center houses 20 IBM-compatible computers with hard-disk drives and graphics capability, ten dot-matrix printers, and one letter-quality printer. Software available includes complete commercial versions of word processing, spreadsheet, database, project management, accounting, linear programming, and other applications packages. The center is used to support academic courses and to serve as a resource for faculty and students enrolled in courses for credit.

Additional microcomputers are available for student use in the library and other locations on campus.

WATKINS HALL, 1914, houses the art department and exhibition galleries. It is named for Miss Mildred C. Watkins, member of the faculty from 1895 to 1909.

Other buildings on the campus are named for Dr. Elizabeth H. Blair, former dean of instruction; Mr. and Mrs. W.Z. Stultz, donors; and Miss Laura A. Tillett, professor emeritus of English. These buildings are used for administrative and instructional purposes.

The buildings on the Queens campus are of traditional architectural design, having been constructed before the adoption of contemporary standards for facilities for the handicapped. As the buildings are substantially remodeled, facilities for the handicapped are added.

All or parts of Albright Residence Hall, Dana Classroom Building, Everett Library, Irwin-McKay Student Health Center, McEwen Building, Morrison Dining Hall, Tillett Building, Wallace Residence Hall, and Watkins Hall are accessible to the handicapped.

Further information regarding facilities for the handicapped on the Queens College campus may be obtained from the Dean of Student Development.

THE COLLEGE LIBRARY Everett Library is located at the center of the campus and was built through the generosity of Herschel Hill Everett, chairman of the board of trustees from 1952 to 1967, and his wife, Cornelia Nisbett Everett.

The library collection is the core of the academic community and is designed to support all programs of the college. More than 116,000 books and bound periodicals and 25,000 U.S. government documents are available in open stacks for student use.

In addition, the library currently subscribes to 575 periodicals and retains the New York Times on microfilm from 1910 to the present and the Wall Street Journal from 1987 to the present.

The collection, which grows at a rate of 2,000 volumes a year, receives additional support from the Rena Chambers Harrell and the Mary Waters Covington funds.

The Margaret Louise Chapman Instructional Media Center is located on the lower level of the library. Donated by the Friends of the Library in 1982, it is a full-service media center with equipment and facilities for the production and use of audio, video, film, and photographic software. Production, listening, and viewing rooms are available, as well as computer terminals and personal computers linked to the VAX in the Computer Center.

Also on the lower level is the Curriculum Laboratory, which houses the education department's collection of state-adopted textbooks and other materials for classroom use.

During the two main academic sessions the library is open from 8 a.m. to 1 a.m. Monday through Thursday, from 8 a.m. to 6 p.m. on Friday, from 10 a.m. to 6 p.m. on Saturday, and from 2 p.m. to 11 p.m. on Sunday. The schedule for examination weeks is extended, and the schedules for January and summer sessions are reduced.

Students have free access to the stacks and may receive instruction in the use of the library at any time. The library encourages use by Queens students, faculty and staff, alumni, Friends of the Library, ministers of the supporting presbyteries, and other individuals with special permission.

Everett Library has been enriched by its Friends of the Library organization. Founded in 1971, this community group hosts very popular annual "book-and-author" events, contributes significantly to the interior decor of the building, funds the Browsing Collection, and has established a Special Collections Room in memory of Rena C. Harrell, Queens' first librarian. This special room houses a collection of Charlotte imprints, books on the history of Mecklenburg County, and materials relating to the history of Queens College.

History

Queens was founded in 1857 as the Charlotte Female Institute, then located on College Street near the center of the city. For five years after 1891 it was called the Seminary for Girls, and, after affiliating with the Presbyterian Synod of North Carolina in 1896, it became known as the Presbyterian College for Women. In 1912, anticipating the move to its present campus in the Myers Park residential area in 1914, it became Queens College.

That name revived pre-Revolutionary traditions, for in 1771 a group of North Carolina colonists sought a royal charter for a Queens College, to be located in the town of Charlotte, which was named for the British queen, Charlotte of Mecklenburg. George III refused the petition, doubting the wisdom of creating an institution to perpetuate nonconformist views favored by the Scotch-Irish Presbyterians who had settled in Piedmont Carolina. A school was chartered in 1773, however, under the unusual name of Queens Museum. During the Revolution it sympathized with the colonial cause and became known as the Liberty Hall Academy.

The academy's post-Revolutionary history is sketchy, but in 1821 the Male and Female Academy Corporation was chartered to operate the Liberty Male Academy, the precursor of Davidson College, and the Charlotte Female Academy, the precursor of the Charlotte Female Institute.

In 1930 Queens became related to the Presbyterian Synod of South Carolina through a merger with Chicora College in Columbia, S.C. (formerly in Greenville). With the creation of the Synod of the Southeast in 1973, Queens' official church relationship was extended to include Presbyterians in Georgia as well as those in the Carolinas.

Subsequent restructuring of the Presbyterian Church has given Queens ties to both the South Atlantic and the Mid-Atlantic synods.

In the aftermath of World War II, Queens admitted its first male students—known in Queens terminology as "co-eds"—in a non-residential status.

A coeducational Evening College, the forerunner of both the present New College and Continuing Education program, was created in 1948. Queens' first post-baccalaureate degree program, the master of business administration, was begun in the spring of 1980. It, too, admitted both women and men.

In 1987 Queens College became fully coeducational and adopted an ambitious and innovative plan for expanding and enhancing the curriculum. That plan produced the Foundations of Liberal Learning and the International Experience programs, which were put into place in 1989.

STUDENT SERVICES

Student Associations

STUDENT GOVERNMENT ASSOCIATION New College Student Government, organized in 1981, is the formal means of student involvement in the operations and activities of New College. Representatives are elected each fall by the student body and serve as liaisons between students, faculty, and administration.

PHI ALPHA THETA The Alpha Gamma Kappa Chapter of Phi Alpha Theta, the international Honor Society in history, was installed in 1985. A member of the Association of College Honor Societies, the Society promotes history through the encouragement of research and the exchange of learning and thought among historians. Juniors who have completed at least four history courses with a GPA of 3.100 or better, and an overall GPA of 3.000 or better for two-thirds of the remaining work completed, are eligible for candidacy for membership. Membership in Phi Alpha Theta is for life and is recognized by the U.S. Civil Service Commission as a credit qualifying for GS-7.

VAIL HONOR SOCIETY OF NURSING The Queens College Honor Society of Nursing recognizes students who have demonstrated superior scholastic achievement, evidence of professional leadership potential, and/or marked achievement in the field of nursing. Candidates may be selected from students enrolled in the nursing program, nursing alumni of Queens College, and community nurse leaders who have a minimum of a baccalaureate degree.

Campus Services

OFFICE OF CAREER DEVELOPMENT The Office of Career Development provides various personal and group services to Queens students and to members of the community. The center offers individuals and group career/life planning services. Fees for services may vary. Currently enrolled students are encouraged to utilize the library resources in the Career Center at no charge. These resources include full and part-time job listings. The Queens Career Center is located on the second floor of Harris House with staff offices and an extensive Career Library.

BOOKSTORE The Queens College Bookstore is located in the basement of Morrison Hall and may be entered from the Selwyn Avenue side of the building. In addition to textbooks and academic supplies, the Bookstore also sells beverages and some snack foods.

DINING HALL Morrison Dining Hall is open until 6:30 p.m. for dinner. There is a dinner ticket program that currently enrolled students may use. A ten-ticket packet may be purchased from the Office in Morrison Dining Hall and used for any dinner during the semester except Wednesday night family style. A single ticket may be purchased at the door.

Other facilities available for students include the snack bar located in the Jernigan Building, which operates Monday through Thursday from 8:00 a.m. to 8:00 p.m. during he fall and spring terms. Vending machines for student use are located in the basement of McEwen Building, the first floor of Dana Building, and the first floor of Jernigan Building.

POOL AND TENNIS COURTS New College and graduate students with student ID's may use the swimming pool and tennis courts. Open Hours for pool use are posted each semester. Tennis court access cards are available from the Physical Education Office during Fall and Spring terms only. A deposit is required. For more information contact the gymnasium office.

MEDICAL SERVICES The Irwin-McKay Health Center is open around the clock from 3 p.m. on Sundays until 3 p.m. on Fridays. A nurse is on staff to care for the routine medical needs of students. All resident students must have a health form on file. All commuters who plan to use the health services must also have a health form completed by their physician and on file in the Health Center. The staff may be unable to treat a student who does not have a health form on file. New College and graduate students may receive tetanus immunizations at the Health Center for a nominal charge.

COUNSELING SERVICES Queens has two professional counselors on staff. The counseling office is located in the Health Center and an appointment may be made by calling 337-2220. All counseling services are confidential. New College or graduate students may make an appointment for information and/or referral to off-campus counseling services. There is no charge for this appointment. The cost of any off-campus therapy to which a student is referred is the responsibility of the individual student.

DEPARTMENT OF PUBLIC SAFETY The Public Safety Department was established to maintain a safe environment for the college community. Officers with the department are commissioned Campus Police Officers by the Attorney General of North Carolina and have full police powers on campus. Officers patrol the campus 24 hours a day and are on duty year round, including holidays. The Director of Public Safety not only has responsibilities for police and security functions, but also enforces all safety and fire regulations on campus.

PARKING A student parking permit is available at the Office of the Department of Public Safety, located in the Stultz Building. The permit is valid for one academic year and allows the student to park in assigned lots and unrestricted zones during times indicated in the Queens College Rules and Regulations Handbook.

ESCORTS Persons may call (ext.306) or come by the Public Safety Office and request an escort to or from the parking lots. This service is available 24 hours a day. Please keep in mind that it might take a few minutes to give you the assistance because of other duties or emergencies that may arise.

EMERGENCY TELEPHONES Telephones are located in each of the parking areas and buildings on campus. These should be used by persons requesting assistance or in need of help from Public Safety (ext. 306).

STUDENT ID CARDS The Registrar's Office mails each enrolled New College or graduate student a student identification card at the beginning of the semester. This ID is valid only for that semester, and a new card will be issued each term.

TUITION, FEES, AND FINANCIAL AID

Tuition and Fees

While the Board of Trustees and the administration of the college reserve the right to adjust the schedules at Queens at any time, the following basic fees have been established for the fiscal year 1991-92.

NEW COLLEGE

Tuition per credit hour	$160.00
Application fee (non-refundable)	25.00
Registration fee (non-refundable)	15.00
Late registration fee (non-refundable)	10.00
Transcript fee (if necessary)	3.00
Graduation fee	50.00
Parking permit	15.00
Music fee (weekly private lessons per half hour)	100.00

GRADUATE SCHOOL

MBA tuition per credit hour	$185.00
Med tuition per credit hour	95.00
Application fee (non-refundable)	25.00
Registration fee (non-refundable)	15.00
Late registration fee (non-refundable)	10.00
Transcript fee (if necessary)	3.00
Graduation fee (cost of purchasing master's hood is not included)	65.00
Parking permit	15.00

LAB FEES Specific lab fees are listed with the course descriptions in the catalog. Students pay these fees in addition to the appropriate tuition for the courses.

CLEP AND CHALLENGE EXAMINATIONS The fee for each CLEP (College Level Examination Program) test is $50. The fee for each internally set challenge examination is $100.

PAYMENT REGULATIONS Upon signing the application for admission, the applicant accepts as binding all fees and regulations set forth in the catalog.

1. Tuition and fees, less financial aid awarded, are due and payable in full before the beginning of each term. Payments are accepted via check, cash, MasterCard, or VISA.
2. Students who do not wish to pay in full at the beginning of each term may be interested in the following programs offered by educational financing agencies. See also "Deferred Payment Plans" below.

a. A variable-rate line of credit. Checks are issued which can be used to pay the college upon registration each term. Interest accrues only as amounts are used. Information on this payment option is available in the Queens College Business Office.

b. Unsecured educational loans. There are a variety of student and parent loans available. Information on these loans is available in the Queens College Office of Financial Aid.

3. A student is not permitted to attend classes until satisfactory arrangements have been made to meet all financial obligations. Continued class attendance is contingent upon maintaining good financial standing throughout the term.
4. Diplomas, certificates, and transcripts are issued only when the student's accounts have been paid in full.

DEFERRED PAYMENT PLANS

Scheduled Payment Plan Payments for Term I may be made in three equal installments, payable at registration and on the 15th of September and October. Payments for Term II may be made in three equal installments, payable at registration and on the 15th of February and March. Summer payment dates will be published in the spring prior to registration for the Summer Term.

A deferment fee is incurred each term during which the Scheduled Payment Plan is selected. A late payment penalty is incurred if an installment is not paid by the due date. The schedule of deferment fees and late payment penalties is available in the Business Office. The college reserves the right to deny participation in the Scheduled Payment Plan to students on the basis of their payment history with the college.

Employer Assistance Plan If a student's employer is paying all or part of the student's tuition, Queens College will defer payment of that portion of tuition until eight weeks after the end of the term. Due dates are February 15 for fall term, July 15 for spring term, and September 30 for summer term.

A deferment fee is incurred each term the Employer Assistance Plan is selected. A late payment penalty is incurred if an installment is not paid by the due date. The schedule of deferment fees and late payment penalties is available in the Business Office. The college reserves the right to deny participation in the Employer Assistance Plan to students on the basis of their payment history with the college.

Withdrawal and Financial Obligations

WITHDRAWAL—ACADEMIC INELIGIBILITY A student determined to be academically ineligible to return by the Student Qualifications Committee of the college will receive a refund if the student has made payments or has a credit balance toward the next term's tuition and fees.

WITHDRAWAL—ILLNESS Students who withdraw from the college during the academic year as a result of illness will have tuition and lab fees prorated as of the date of withdrawal, provided the physician recommends withdrawal in a letter submitted to the Office of the Graduate School and New College.

WITHDRAWAL—OTHER REASONS Students who withdraw from the college during the academic year on their own initiative will have tuition and lab fees prorated as of the date of withdrawal as follows:

	Term I	Term II
75% refunded if withdrawing through	9/10/91	2/3/92
50% refunded if withdrawing through	9/17/91	2/10/92
25% refunded if withdrawing through	9/24/91	2/17/92
0% refunded after	9/24/91	2/17/92

Proration dates for the Summer Term will be published prior to registration.

Students suspended by the college will be subject to tuition proration according to the above schedule.

Students who feel that individual circumstances warrant exceptions from the above-stated policy may appeal to the Financial Policies Committee, provided such appeal is made in writing to the Treasurer and Business Manager before the end of the term for which proration is requested.

WITHDRAWAL INVOLVING FINANCIAL AID If the Business Office determines that the student is due a refund and all or part of the student's institutional charges were paid with financial aid funds, all or a proportionate part of the total refund must be returned to the Title IV Financial Aid Accounts and may be returned to other financial aid accounts if necessary.

Amounts to be returned will be determined as follows:

1. Title IV Aid/Total Aid Package
2. This fraction will be applied to the total refund due.
3. The resulting amount is the amount of the Title IV funds to be returned to Title IV Programs.

Queens' policy is to distribute this amount of funds to Title IV Programs in the following order, in no case exceeding the total amount originally awarded from that fund.

Undergraduate

1. Supplemental Educational Opportunity Grants
2. Perkins Loans
3. Pell Grants
4. Stafford Student Loans (GSL)
5. Other programs (State and Institutional)

Graduate

1. Perkins Loans
2. Stafford Student Loans (GSL)
3. Other programs (State and Institutional)

Financial Aid

Queens makes every effort to meet the demonstrated need of students. Both undergraduate and graduate students must take six credit hours at Queens in order to be eligible for any financial assistance. Although many students who are employed may not qualify for grant assistance on the basis of need, the Office of Financial Aid will seek to determine sources of loan assistance whenever possible.

FEDERAL PROGRAMS

Undergraduate

Pell Grants are available to eligible undergraduate students on the basis of financial need. The maximum grant is $2,400 for full-time enrollment (12 hours) and varies depending upon enrollment status and financial need. A student must submit the Student Aid Report resulting from filing a federal aid form to the Office of Financial Aid at Queens to determine the amount for which he or she is eligible. A signed copy of the 1990 income tax return may be required before the awarding of a Pell grant.

Supplemental Education Opportunity Grants (SEOG) are available on an annual basis to undergraduate students demonstrating extreme financial need. These grants range from $200 to $2,000 and may be renewed from year to year depending on need.

The College Work-Study Program (CWSP) assists qualified students in meeting educational expenses through employment on campus during the academic year at a specified hourly rate. Eligibility for this program depends upon financial need.

Undergraduate and Graduate

Perkins Loans (formerly called National Direct Student Loans) permit students with established need to borrow as much as $4,500 during their first two years of undergraduate enrollment, and up to a total of $9,000 during the undergraduate programs. Students with extreme need may be eligible for loans for graduate study. The total loan limit for undergraduate and graduate study is $18,000. These loans bear a 5-percent annual interest rate during repayment. Repayment begins six to nine months after the borrower ceases to be at least a half-time student and may extend over a period of 10 years. If the borrower enters certain public-service occupations, the loan may be cancelled.

Stafford Loans (formerly called the Guaranteed Student Loan Program) permit students, based upon financial need and the recommendation of the college, to borrow from a bank or other financial institution with a federal government guarantee of repayment. Payments are usually deferred until after the student completes school. Terms for these loans and of guaranteed interest arrangement may be obtained from participant banks or agencies in the state where the student resides. The college will advise the student in the process. North Carolina residents should apply for the N.C. Insured Student Loan through College Foundation, Inc. (see State Programs). The amount of funds available under federal programs is determined by the U.S. Department of Education and congressional action. Students' awards vary with availability of funds and program regulations, subject to annual legislative changes.

Supplemental Loans for Students permit "independent" (as determined by the financial aid office) undergraduate and graduate students who are ineligible for Stafford Loans (or who need additional loans) to borrow up to $4,000 per year, with a loan limit of $20,000. Eligibility is based on the creditworthiness of the applicant. Interest accrues during repayment and enrollment period, and is a variable rate, not to exceed 12 percent. Further information is available from the Office of Financial Aid.

STATE PROGRAMS

Undergraduate

North Carolina Legislative Tuition Grants (NCLTG) in the amount of approximately $1,100 per academic year are available to North Carolina residents pursuing their first bachelor's degree and enrolled for 12 credit hours per semester.

The N.C. Student Incentive Grant (NCSIG) is available to North Carolina residents who are full-time students and who demonstrate extreme financial need. Grants range up to a maximum of $1,500 for eligible students. The need-analysis (FAF) report must be sent to the NCSIG Program in Raleigh, N.C., before March 1.

Undergraduate and Graduate

The North Carolina Insured Student Loan Program permits state residents enrolled at least half-time (six hours) to borrow up to $2,625 until they have successfully completed the second year of an undergraduate program, and $4,000 per academic year until completion. Graduate students may borrow up to $7,500 per year. The maximum loan limit for undergraduate study is $17,250 and $54,750 for graduate and undergraduate borrowing. Interest rates are currently 8 percent for the first four years of repayment and 10 percent thereafter, and interest and payments are deferred until the student completes school. All students must submit a Financial Aid Form in order to determine eligibility. Loan applications may be acquired directly from the lender:

College Foundation, Inc.
1307 Glenwood Avenue
Raleigh, NC 27605

State programs are subject to federal and N.C. legislative changes.

QUEENS SCHOLARSHIPS AND FELLOWSHIPS

Undergraduate

Karl and Anna Ginter Fellowships range from a $300 honorarium to a maximum of $2,000 annually, and are awarded to new degree candidates enrolled in New College. Awards are made on the basis of academic promise, personal achievement, and outstanding character. Fellowship recipients must take a minimum of 12 credit hours per year (including summer) and must maintain a cumulative grade-point average of 3.000. Each degree candidate is eligible to apply for a Ginter Fellowship only upon entry into the program. Awards are made annually, based upon availability of funds. Applications are available through the admissions or financial aid offices.

Ministerial Tuition Remission is available to any undergraduate student who is the dependent or spouse of an active Presbyterian minister. Dependents of active ministers of the Presbyterian Church U.S.A. synods of the Mid- and South Atlantic will receive a 20-percent tuition remission. Dependents of active ministers in all other synods of the Presbyterian Church U.S.A. will receive a 15-percent tuition remission.

Graduate

Blumenthal Fellowships, made possible by the Blumenthal Foundation, range from a $500 honorarium to a maximum of $2,000 annually and are available to Master of Business Administration (MBA) students who are truly outstanding in academic achievement, community service, and outstanding character.

Any student accepted into the MBA program is eligible to apply for a Blumenthal Fellowship. The student must have a GMAT score of at least 525 and a minimum total index of 1150 (GPA x 200 plus GMAT score). The opportunity to apply or to be nominated for this fellowship is only available upon entry into the graduate program. Awards are made annually, based upon availability of funds. Blumenthal Fellows must attend and participate in the Blumenthal Conference on Business Ethics held annually at Wildacres Retreat in Little Switzerland, N.C. Fellows' expenses are covered by the foundation.

APPLICATION PROCEDURES

To apply for federal and state financial assistance, students must have been admitted to the college as degree candidates and must complete and submit two application forms:

1. The Queens College Application for Financial Aid, to be submitted to the Office of Financial Aid, Queens College, Charlotte, N.C. 28274.

2. The Financial Aid Form (FAF), to be submitted to the College Scholarship Service, Box 6328, Princeton, NJ 08541. The student should list Queens College, Charlotte, N.C., CSS code 5560, as the

institution to receive the report.

A copy of the 1990 Income Tax Return may be required for verification purposes, as well as other documentation as requested.

Application for financial aid should be submitted by entering students as soon as possible. Notification of action by the college will be sent after Queens receives an evaluation of the applicant's need from the College Scholarship Service.

FINANCIAL AID POLICIES

Most financial aid programs are renewable throughout undergraduate or graduate years if the recipient demonstrates satisfactory academic progress. The Student Qualifications Committee evaluates the progress of undergraduate students at Queens and determines eligibility for continued enrollment according to the standards indicated under "Academic Standards" and "Eligibility to Continue." The Graduate Qualifications and Standards Committee evaluates the progress of graduate students at Queens and determines eligibility for continued enrollment, according to the standards indicated under "Academic Regulations." Students receiving federal Title IV financial aid funds must meet these minimum standards as well as a minimum credit-hour accrual which indicates progress toward completion of a degree.

Statements of Academic Progress Standards are sent to all aid recipients with award notices and are available upon request form the Office of Financial Aid.

Students must reapply to the financial aid office for assistance each year. The amount offered may vary from year to year depending upon availability of funds and need of students.

Financial aid recipients who withdraw during the school year will have their aid prorated according to the regulations governing withdrawal, and may be required to refund funds to various programs.

Queens reserves the right to review and modify an offer of financial aid should the recipient receive aid from other sources after the Queens program has been offered. All federal and state programs are subject to congressional and legislative change.

NEW COLLEGE

Admission

Applications for admission may be obtained by writing the Admissions Office, Queens College, 1900 Selwyn Avenue, Charlotte, North Carolina 27274, or by calling (704) 337-2313.

CAMPUS VISITS Students seeking information about the college are encouraged to visit the campus and the Admissions Office. The Admissions Office is open from 8:30 to 5:00 on weekdays throughout the year. Appointments for evenings or Saturdays may be made by calling during regular hours. The Admissions Office is located in Burwell Hall.

UNDERGRADUATE ADMISSION REQUIREMENTS New College admissions policy is designed to select students of outstanding promise. Each applicant is considered on the basis of his or her individual achievements, merits and potential for academic success. Students may apply as either special students, to take a limited number of courses, or as degree candidates.

APPLICATION DEADLINE While there are no deadlines for application, prospective students should apply for admission as early as possible. The Admissions Office will act on an application as soon as all required information has been received. The Registrar will evaluate the transferred credits of degree candidate applicants only after all college transcripts have been received.

To apply as a candidate for the bachelor's degree the following materials must be provided to the Office of Admissions:

1. High School diploma or equivalent.
2. High School transcript(s).
3. Transcript(s) from all colleges attended.
4. Two letters of recommendation.
5. Completed degree candidate application form.
6. Application fee.

To apply as a special student the following materials are required:

1. High School diploma or equivalent.
2. High School transcript(s).
3. Transcript(s) from all colleges attended.
4. Completed special student application form.
5. Application fee.

SPECIAL STUDENTS Special students who do not already have a bachelor's degree may take no more than 15 credit hours. After completion of 15 hours, the student must either apply as a candidate for the bachelor's degree, or petition the Dean for permission to take additional coursework. Special students who already have a bachelor's degree have the privilege of unlimited credit. All special students must maintain a C average to continue their enrollment.

LENGTH OF ADMISSION ELIGIBILITY Acceptance into the college will remain effective for up to one calendar year following the commencement of the semester for which the acceptance has been made. Individuals who wish to enter after the one-year period are required to reapply, and the admission decision will be based on the existing admission standards at the time of reapplication.

RECORD OF IMMUNIZATIONS North Carolina law mandates that certain students present proof of specific immunizations. Undergraduate and graduate students who register for a class which begins before 4:00 p.m. must submit a physician's certified record of these immunizations prior to registration. Forms for this purpose are available at the Admissions Office and the Health Center.

READMISSION TO THE COLLEGE A student who has previously been admitted to the college but who has withdrawn in good standing and wishes to return may apply for readmission to the college. Materials required for admission include:

1. A completed re-admission application form.
2. Application fee.
3. Any official transcripts, recommendations or other materials not received or retained from previous admission.

A student who is readmitted to the college is bound to the catalog in effect during the term in which the readmitted student matriculates.

CREDIT BY EXAMINATION Queens College awards credit and/or advanced placement to students who score satisfactorily on approved subject level tests of the College Level Examination Program (CLEP) and to students who score satisfactorily on validation examinations administered by the college. CLEP examinations are graded on a Pass/No Record basis and may not be used to satisfy the final 30 hours required for graduation. No more than 38 credit hours may be earned through examinations for credit. A fee is charged for each test. Students who wish further information about CLEP should contact the Office of Career Development.

CREDIT BY CERTIFICATION Thirty credit hours are accepted toward a major in radiologic technology for those persons certified by the American Registry of Radiologic Technologists.

HIGH SCHOOL DUAL ENROLLMENT Any junior or senior in a Charlotte-Mecklenburg area secondary school may apply for admission as a special student in New College when recommended by the secondary school. Following graduation from high school, credit earned under the dual enrollment program can be applied toward a degree at Queens College or transferred to another institution.

INTERNATIONAL STUDENTS New College welcomes international students. Candidates must provide the Office of

Admissions with a completed college application for admission accompanied by a filing fee. Applicants must request that their transcripts from each institution attended be forwarded to the Office of Admissions. Transcripts must be translated into English by an official at the school issuing the transcript. It is recommended that international students take the Scholastic Aptitude Test (SAT). Any student for whom English is not the first language must satisfactorily complete the Test of English as a Foreign Language (TOEFL) with a score of 550 or higher, and have the score sent to the Office of Admissions.

Academic Regulations

ACADEMIC RESPONSIBILITY While Queens College makes every effort to advise and counsel students on their academic programs and academic requirements, it is the student who is ultimately responsible for fulfilling all requirements for a degree. To help the student enact his or her own responsibility, all academic plans and programs must be approved by the student's advisor.

In general, a student must fulfill the degree requirements and major requirements set forth in the student's catalog of entry. This is the catalog in effect for the semester in which a student registers for his or her first class. Other academic regulations amended while a student is in course at Queens may well be deemed to apply regardless of the policies stated in the catalog of entry. Further, curricular exigencies or other circumstances may require the college to modify degree or major requirements from those at entry, and that right is reserved.

ACADEMIC ADVISING It is the student's responsibility to schedule advising appointments with the Director of New College or a designated academic advisor as often as necessary in order to plan course schedules for each term and to discuss current academic questions and problems.

THE HONOR CODE The Honor Code of Queens College is at the heart of our commitment to integrity and academic freedom. The purpose of the Honor Code is to provide this community with an atmosphere of mutual trust among students, faculty, and administration. The Code applies to all phases of life at the college and is binding on all members of the college community. When a student applies for admission to the College, he or she is accepting the responsibility of the honor system and the following code:

> As a member of the Queens College community, I do hereby resolve to uphold the Honor Code of the College and endeavor to create a spirit of integrity and honor for its own sake. I pledge truthfulness at all times, respect for the property of others, and absolute honesty in the performance of all academic work. Realizing that the Honor Code places

upon me demands as well as privileges, I resolve to report any student, including myself, who may violate any of the principles of the Honor Code. I understand the Honor Code and realize that a plea of ignorance will not be accepted by the college community.

Violations of the Honor Code include, but are not limited to, cheating, lying, theft, and academic dishonesty. Two examples of the latter are plagiarism, the use of another's words or ideas without giving credit to the source, and computer misuse, accessing, transferring, or altering information without authorization.

Suspected violations of the Honor Code should be reported to the Director of New College and will be heard by a New College Judicial Committee. Additional information is available in the New College Office.

RECORDS

Access to Records Queens College, in accordance with the Family Educational Rights and Privacy Act of 1974, also known as the Buckley Amendment, permits its students to inspect their records whenever appropriate and to challenge specific parts of them when they feel it necessary to do so.

Public Records Information concerning the following items on individual students is considered Directory Information and is public: full name, local address, home address, telephone number, date of birth, major field of study, dates of attendance at Queens College, class year, degrees, honors and awards received, participation in officially recognized college activities and student organizations, parents' names, class schedules, and religious affiliation. This information may be released or published without the student's consent. However, students who do not wish this information, or any part of it, to be released or made public may inform the Registrar's office, in writing, within 10 days after registration each term. The Registrar will notify other college offices of such requests. Students should understand that if they withhold directory information, it will not be released to anyone unless the health or safety of an individual is involved. It is the policy of Queens College to refuse to release information to private firms for use in mailing lists.

Requests for student data from agencies such as HEW, OEO, and research agencies may be honored without prior approval of the student only in anonymous form.

Confidential Records All personally identifiable material on particular students used to make decisions about students or used for transmittal to others outside the college and which is other than public material, as defined above, is considered confidential. Confidential information includes, but is not limited to, the following items: academic evaluations, advising records, disciplinary records, financial aid records, letters of recommendation, medical or health records, clinical counseling records, transcripts, test scores, and other academic work.

Official Records Official records are released only with the written permission of the student. Official records include material on students relating to their status as students held by any office of the college and intended for the use of the college or available to parties outside the college.

Official records do not include the following: letters of recommendation for which the student has waived the right of access, public safety records, medical and clinical counseling records, financial records of parents, private records kept by individual faculty or administrators as aids to memory but not intended for transmittal to others.

Access to Official Records Each enrolled or former student of Queens college has the right to inspect and review official educational records or files of the college directly relating to that student. (Note: All files on individual students are destroyed five years after the student leaves the college. Only the transcript is kept indefinitely.) Access by the student to official educational records or files directly relating to the student is provided in the presence of a staff member. The permanent academic record (transcript) will not be allowed outside the Registrar's office. The right to access does not extend to applicants, those denied admission, or those admitted who do not enroll. Offices may require that requests for access be submitted in writing and may ask for, but not require, the reason for the request. A copy of a student's transcript and/or other recorded data will be made available to college officials who show legitimate educational needs without written permission of the student. Records will be kept in offices whose functions require such information.

A student is entitled to an explanation of relevant information contained in official records. The student has the right to a hearing to challenge the content of an official record to ensure that it does not contain information which is inaccurate, misleading, or in violation of privacy or other rights, and to correct or delete inaccurate, misleading, or inappropriate material.

COURSE LOAD The New College academic year consists of Term I, Term II, and Summer Term. Students who are enrolled in fewer than 12 semester hours in Term I or II are considered part-time students. Adult students going to school while working full time typically carry from 3 to 6 credit hours per term. (The normal load for a full-time student is from 12 to 16 credit hours.) Any student who wishes to take more than 16 hours must obtain permission from the Director of New College.

TRANSFER STUDENTS Transfer students must meet all degree requirements including the residency requirement that at least 60 of the 120 semester hours must be completed at Queens. The Registrar will supply a complete audit of transferred credit and its applicability to Queens graduation requirements.

SECOND-DEGREE STUDENTS Students who hold an undergraduate degree, either from Queens or from another accredited institution, may seek a second degree provided it is a different baccalaureate degree from the first earned. Such students must meet all degree requirements stipulated for transfer students except that the residency requirement is 30 semester hours rather than 60.

Queens College graduates who wish to add a second major within the same baccalaureate degree may do so by fulfilling the requirements for that major as stipulated in the catalog for the year of re-entry to Queens.

SPECIAL STUDENTS A special student is admitted to the college without the expectation that he or she will earn a degree. Special students who have never earned a bachelor's degree may enroll for a cumulative total of 15 credit hours; in order to continue at Queens they must apply for regular admission or receive special permission to continue. Special students who have earned a bachelor's degree may take unlimited credits as a special student. All special students must comply with all college regulations.

TRANSIENT OR CONTRACT STUDENTS These students are degree candidates at another college or university but are taking courses at Queens by special arrangement.

CONSORTIUM STUDENTS Degree-seeking students at the 11 area colleges which make up the Charlotte Area Educational Consortium may enroll in a course in any one of the member institutions during the regular academic year. Full-time Queens students, if qualified, may enroll at one of the other colleges in any course not offered at Queens and receive full credit towards the Queens degree without payment of additional fees. Arrangements for consortium cross-registrations are made through the Registrar's Office.

IMMUNIZATION REQUIREMENTS The State of North Carolina requires that all students enrolled in classes which begin before 4:00 p.m. submit proof of certain immunizations to the College. Forms for this purpose are available in the Health Center and the Admissions Office.

REGISTRATION All students are expected to register at the time and place indicated on the schedule each term. There will be a late fee charged for registration at any other time.

DUAL ENROLLMENT A New College student may request permission to register for a course offered in the College of Arts and Sciences. Permission forms are available in the New College Office.

New College students who dual enroll in the College of Arts and Sciences must follow that college's procedures, including procedures for registration, drop/add, and withdrawal from a course, and that college's calendar, which usually varies somewhat from the New

College calendar.

ADMISSION Students are admitted either to New College or to the College of Arts and Sciences; admission is not transferable. However, a student dismissed from either college is dismissed from all Queens College programs until readmitted.

TRANSFER BETWEEN COLLEGES A student may apply to transfer from one college to the other after completing at least one term in the college of entry, provided that the student has earned a minimum cumulative grade-point average of 2.000 at Queens College and is not on any type of academic or social probation. Approval to transfer to the College of Arts and Sciences is granted by the Coordinator of Student Academic Development, and to New College by the Director of New College.

DROP AND ADD The Drop and Add period is limited. A course may be dropped only before the first class meeting. After the first class meeting, the only way to drop a course is to add another course in its place. When a course is dropped there is no record of that registration, and no charge is incurred for that course. A student who drops all of his or her courses in New College in his or her first semester of attendance will not have matriculated into the college.

To drop a course the student must contact the New College Office and complete the appropriate form.

WITHDRAWAL FROM A COURSE After the first class in a course has met, the student who does not wish to continue in that course but will not be adding another in its place must withdraw from the course, and a full refund is not possible. (See section on Withdrawal and Financial Obligations.)

Withdrawal from a course is a different process from dropping a course. After the first class time a course has met, a student must contact the New College Office and complete the appropriate form to withdraw from the course. The student will receive a grade of WP or WF.

A student who abandons a course during the term will receive a grade of F for the course.

The deadline for withdrawal from a course is one calendar week after the mid-point in each term. A student may petition the Vice President for Academic Affairs for permission to withdraw after the deadline.

CLASS ATTENDANCE As a general policy, students are expected to attend all class sessions. Specific attendance policies are set for each course by individual faculty members and should be printed in the syllabus or announced at the beginning of the term. It is the student's responsibility to know the attendance policy in a particular course. Faculty members may lower a student's grade for excessive or unexcused absences.

CLASS STATUS Students are assigned class status according to the number of credit hours earned. A freshman has earned from 0 to 23 credit hours. A sophomore has earned 24 to 51 credit hours. A junior has earned 52 to 89 credit hours. A senior has earned 90 or more credit hours.

GRADING Grade reports are sent to students at the end of each term. Queens uses the following system of grades and grade-point values per credit hour:

Grade	Interpretation	Grade-Point Value
A	Superior performance	4.0
A-		3.7
B+		3.5
B	Good performance	3.0
B-		2.7
C+		2.5
C	Satisfactory performance	2.0
C-		1.7
D+		1.5
D	Poor performance	1.0
F	Failing performance	0.0
P	Pass	(0)
NR	No Record	(0)
WP	Withdrew Passing	(0)
WF	Withdrew Failing	(0)
AU	Audit	(0)
I	Incomplete: will become a letter-grade A-F upon completion.	

Pass/No Record Pass/No Record is a grading system designed to encourage students to explore new areas. Students may elect to take up to two courses per academic year on a P/NR basis, but may take no more than one course per term on the P/NR basis. Some courses are designated P/NR for all students. Other courses may not be taken P/NR. A student may not take a course in the major or minor program on a P/NR basis without special permission from the department and the Office of Academic Affairs. The grade of "P" is recorded when a student earns a grade of C- or better in the course. If a student earns a D+, D, or F, the "NR" designation is used. An "NR" differs from an F because it is not recorded on the student's permanent academic record and is not counted in the calculation of the student's cumulative grade-point average.

A student must designate at registration that grading will be P/NR. However, the student may change from P/NR back to a graded basis from registration until one week after the mid-point of the semester.

Pass/Fail Pass/Fail is the grading system used for special course offerings including internships and the international experience study tours. The grade of P is recorded when a student earns a grade of C- or better in the course. An F is recorded when the work is unsatisfactory. P/F differs from P/NR in that F's are recorded on the student's permanent academic record, while NR's are not.

Incompletes The grade of Incomplete (I) is given at the discretion of the instructor *only when unusual circumstances make it impossible for the student to complete the course work by the end of the term.* Students are responsible for arranging to complete such work. A grade of I received during Term I must be changed to a letter grade by February 15; an I received during Term II or the Summer Term must be changed to a letter grade by September 15.

However, a student on academic probation who receives an I must complete the course work and receive a regular letter grade at least 48 hours prior to registration for the subsequent academic term.

A grade of I automatically becomes an F if the student fails to make up incomplete work satisfactorily by the above deadlines.

Repeated Courses A student may elect to repeat a course if the student has earned the grade of F or if the student has earned a D, D+ or C- and wishes to demonstrate mastery of the material.

If a D, D+, or C- was earned, the first grade will remain on the student's record and will be the only grade figured into the student's cumulative grade-point average. No additional credit will be awarded.

If a student repeats a course in which an F was earned, both the F and the second grade will be figured into the student's cumulative grade-point average.

In either case, the course may be repeated only once, either at Queens or at another accredited institution with the prior approval of the Vice President for Academic Affairs. No more than two courses in the student's major field may be repeated. All entries remain a part of the student's permanent academic record, and regular tuition and fees are charged for repeated courses.

AUDITING COURSES *With the written consent of the Vice President for Academic Affairs and the course instructor,* a student may audit a course. Audit courses receive no credit, but do appear on college transcripts. Students must designate audit courses at registration. Drop/Add and Withdrawal procedures apply to audit courses. Auditors are expected to attend classes regularly. Students who wish to audit a course must have been admitted to the college. There is no reduction in tuition for auditing a course.

DEAN'S LIST Each fall a New College Dean's List is compiled naming those New College degree candidates who qualified during the previous academic year. The year begins in the summer and continues through fall and concludes with the spring term.

Degree candidates who have no outstanding incompletes and who have completed a minimum of 12 hours on a graded basis with a cumulative grade-point average of 3.500 or higher during this time period are eligible for the New College Dean's List.

HONORS AT GRADUATION The titles *summa cum laude, magna cum laude,* and *cum laude* are awarded by the college for academic excellence. The title *summa cum laude* is awarded to students who have a grade-point average of 3.850; the title *magna cum laude* is awarded to students who have a grade-point average of 3.650; and the title *cum laude* to students who have a grade-point average of 3.500. A student must have completed at least 60 hours at Queens College to be eligible for graduation with honors. The grade-point average will be determined by work taken at Queens.

GRADUATION DECLARATION It is the responsibility of each New College degree candidate to file notice of intent to graduate with the Registrar at least two terms prior to the anticipated completion of all degree requirements. Students who plan to graduate in December 1992 should file notice by December 1, 1991. Students who plan to graduate in May 1993 should file notice by May 1, 1992. Students who plan to graduate in August 1993 should file notice by August 1, 1992.

ELIGIBILITY TO REPRESENT THE COLLEGE Students on academic probation and students who are suspended from a class or from the college are not eligible to represent the college in off-campus extracurricular activities, to participate in varsity athletics, to hold campus office, or to run for campus office until the probation or sanction is lifted.

COURSES TAKEN AT OTHER INSTITUTIONS Normally, Queens students may take courses at another accredited institution for credit at Queens provided that these courses are equivalent to or supplemental to those offered at Queens. In order to receive credit for such transferred courses, students must secure the *prior permission* of the appropriate department and division chairs and the Vice President for Academic Affairs, must make a grade of C or better in each course, and must have the other institution send an official record of the work to the Registrar. A student's cumulative grade-point average is not affected by course credit earned at another institution.

STUDENT QUALIFICATIONS The faculty has established standards of satisfactory academic progress which are administered by its Student Qualifications Committee. At the end of Term I and Term II, this committee reviews the academic record of each student in academic difficulty.

Academic Probation A degree candidate who has earned nine or more credit hours at Queens will be placed on academic probation when his or her cumulative grade-point average falls below the following levels:

Class Standing	Credit Hours	Minimum GPA
Freshman	0-12	1.500
	13-23	1.800
Sophomore	24-37	1.800
	38-51	1.900
Junior	52-70	1.900
	71-89	2.000
Senior	90 or more	2.000

The Student Qualifications Committee will review the records of special students for probationary consideration after nine semester hours of work have been completed at Queens. Special students must maintain a cumulative average of 2.000.

After a student has been placed on probation he or she will be reviewed by the Student Qualifications Committee in increments of nine semester hours of work.

Academic Dismissal The Student Qualifications Committee will review the record of each student on academic probation after the student has earned nine credit hours. A student will be eligible for academic dismissal unless he or she has either raised the cumulative average to the minimum standard commensurate with class status, or earned a term grade-point average of 2.000 in the previous term.

Readmission Students dismissed from the college for academic reasons may apply for readmission only after completing nine semester hours or the equivalent at another accredited institution with a grade of at least 2.000 in each course. Students will apply for readmission to the Student Qualifications Committee. A readmission application (available from the Office of Admissions) must be submitted along with transcripts for all academic work attempted and a personal statement concerning the student's goals and accomplishments since leaving Queens. A student readmitted to the college is normally placed on academic probation for the first term.

WITHDRAWAL FROM THE COLLEGE Student who wish to withdraw from the college during the term or who do not plan to return for the subsequent term should formally withdraw through the Office of Academic Affairs. A student who simply stops attending classes without proper notification will be assigned the grade of F in all courses in progress.

Any student who is not registered for two consecutive major terms (Fall/Spring) will be automatically withdrawn from the college, and must apply for readmission in order to return.

The college reserves the right to require at any time the withdrawal of any student whose conduct or academic work is not considered satisfactory.

RECORDS OF PROGRESS The college maintains records of progress on both veteran and non-veteran students. Progress records are furnished to all students at the end of each scheduled academic term.

The Academic Program

Queens College offers programs in the New College leading to the Bachelor of Arts degree, the Bachelor of Science degree, and the Bachelor of Science in Nursing degree. While these programs differ from each other in significant ways, each is rooted in the tradition of liberal education and each provides students with an integrated and coherent program of study including the skills, competencies, and knowledge necessary for a meaningful and successful life.

DEGREE REQUIREMENTS A student must fulfill the degree requirements set forth in the catalog which is current when the student registers for his or her first course as a degree candidate in New College. A student may work toward two degrees simultaneously provided that he or she earns different majors within the degrees and provided that he or she earns, at Queens, at least 30 additional hours beyond the 120 hours required for a single degree.

All students must meet the following degree requirements:

(1) A minimum of 120 semester hours must be completed to earn a bachelor's degree.
(2) A cumulative grade-point average of 2.000 in all courses taken at Queens and in all courses in the chosen major is required.
(3) The Distributed Requirements must be completed.
(4) The requirements for any one major must be completed. At least 50 percent of the major must be completed at Queens College.
(5) At least 36 semester hours must be taken at the 300-400 level.
(6) The Queens College residency requirement must be met.

Residency Requirements Every degree candidate who does not already hold a baccalaureate degree from an accredited college or university must complete at least 60 credit hours of his or her academic program at Queens College, and at least 30 of the 60 hours at Queens must be taken in New College.

The 60-hour residency requirement may be reduced for the student who does not already hold a bachelor's degree but has earned more than 60 hours at the undergraduate level, if the student has an overall B average in all transferred work with at least 70 percent of the transferred work earned at an accredited four-year institution. The 60-hour minimum residency requirement may then be reduced to no less than 45 credit hours. Students who meet these stipulations may apply for a reduction in residency requirements through the Vice President for

Academic Affairs. At least 50 percent of the major must be taken at Queens College regardless of any reduction in residency requirements.

Residency Requirement for Second Degree Candidates Students who hold an undergraduate baccalaureate from Queens College or another accredited institution and are seeking a second degree must complete at least 30 hours of their academic program, and at least 50 percent of the major, in New College.

Distributed Requirements The distributed requirements at Queens College consist of twelve courses in six areas which a student will normally complete during the first 60 hours of his or her program of study. Successful completion of all twelve courses is required of all candidates for the bachelor's degree in New College. The distributed requirements allow each student to develop a program of study which will be widely representative of the liberal arts, on which study in depth in a particular major may be built.

Area I: Communication Skills (Both of these courses are required and must be completed in the first year at Queens.)
ENGL 101, 102 Communication Skills I and II

Area II: Mathematics or Foreign Language (Either two math courses **or** two courses in one foreign language will fulfill this requirement.)
MATH 103 Mathematics for the Liberal Arts
MATH 206 Statistical Methods
FREN 101,102 Elementary French I and II
SPAN 101,102 Elementary Spanish I and II

Area III: Humanities (Two courses from different departments must be chosen from those listed below, i.e. history and religion.)
HIST 201 Western Civilization to 1650
HIST 202 Western Civilization since 1650
HIST 203 United States to 1877
HIST 204 United States since 1877
PHIL 203 Introduction to Philosophy
PHIL 207 Ethics
RELG 105 Introduction to Religion
RELG 205 The Old Testament
RELG 206 The New Testament
RELG 210 Introduction to World Religions

Area IV: Natural Sciences (Two courses are required.)
BIOL 102 Animal Biology
BIOL 103 General Biology
CHEM 101 and 101 Lab General Chemistry I
CHEM 102 and 102 Lab General Chemistry II
ENVR 101 Environmental Science I
ENVR 102 Environmental Science II

PHYS 101 General Physics I
PHYS 102 General Physics II
PHYS 200 Search for Order in the Universe

Area V: Social Sciences (Two courses from different departments must be chosen from those listed below, i.e. economics and psychology.)

ECON 203 Macroeconomics
ECON 204 Microeconomics
POLS 100 Introduction to Political Science
POLS 201 American Politics
PSYC 201 General Psychology
SOCI 203 Principles of Sociology

Area VI: Fine Arts (Two courses from different departments must be chosen from this listed below, i.e. art and literature.)

ART 101 Intro to Art
ART 215 Ancient to Early Renaissance Art
ART 216 Renaissance Art to the Present
ENGL 201 Introduction to Literature
MUSC 100 Introduction to Music
MUSC 207 Music in America

BACHELOR OF ARTS A major for the Bachelor of Arts degree shall consist of no fewer than 30 credit hours. The majors leading to the Bachelor of Arts degree include accounting, business administration, computer information systems, English, history, and psychology.

BACHELOR OF SCIENCE A major for the Bachelor of Science shall consist of no fewer than 36 credit hours. The majors leading to the Bachelor of Science degree are communications and radiologic technology.

BACHELOR OF SCIENCE IN NURSING The Bachelor of Science in Nursing degree includes the Distributed Requirements plus a comprehensive program in nursing. Applicants who have been accepted to the College must also apply to the Division of Nursing for acceptance into the nursing major. Students are encouraged to declare their interest in nursing by the end of the freshman year. Provision is made for those persons, such as registered nurses, who may wish to transfer into this program or apply for advanced standing. Information concerning the nursing program is available directly from the Division of Nursing.

MAJOR PROGRAM In addition to completing the Distributed Requirements each student must complete a major. The purpose of a major is to give the student an opportunity to achieve an appropriate level of mastery in a field of study. The requirements for each major are described below.

A student may double major only if both majors lead to the same degree.

THE MINOR PROGRAM An undergraduate program of study may include one or two minors in a department or departments *other than the major*. The minor consists of a minimum number of hours and a prescribed program of courses described in detail under each discipline offering a minor. Minor programs must be approved by the faculty advisor and the department concerned.

ELECTIVE COURSES In consultation with the advisor, a student chooses elective courses to complete the number of hours required for graduation. Electives offer the student the opportunity to augment the major field of study with collateral areas of knowledge or to explore areas or skills quite distinct from the major.

INDEPENDENT STUDIES AND DIRECTED READINGS A mature and academically sound student may, under the direction of a member of the faculty and with the approval of the academic advisor, undertake directed readings or an independent study of a topic of interest to the student and germane to the student's program of study. This study may take one of several forms, including projects, individual research, or directed reading. To register for an Independent Study or Directed Reading course, the student must submit a course proposal form to the Office of Academic Affairs two months prior to the beginning of the term in which the student wishes to register.

Major Requirements

BUSINESS ADMINISTRATION The Department of Business Administration offers courses that emphasize the concepts and skills needed to understand business practices, organizations, and managerial responsibilities. The department offers three majors: accounting, business administration, and computer information systems. All majors lead to the Bachelor of Arts degree.

Accounting Major A major in accounting prepares students to enter careers in accounting. To earn a B.A. degree with a major in accounting, a student must take at least 36 credit hours in business administration courses, 18 of which must be upper division work on this campus.

Requirements for the major in accounting are:

MATH 103 Mathematics for the Liberal Arts
MATH 206 Statistical Methods
ECON 203 Macroeconomics
ECON 204 Microeconomics
BCIS 110 Fundamentals of Microcomputers
BUSN 207 Financial Accounting I
BUSN 208 Financial Accounting II
BUSN 305 Business Law I
BUSN 315 Business Law II
BUSN 307 Intermediate Accounting I

BUSN 308 Intermediate Accounting II
BUSN 311 Cost Accounting
BUSN 313 Auditing
BUSN 316 Federal Taxation
BUSN 317 Advanced Accounting
BUSN 340 Marketing
BUSN 360 Corporate Finance
BUSN 485 Business Policy

Accounting Minor Requirements for the minor in accounting are:
BUSN 207, 208 Financial Accounting I and II
BUSN 307, 308 Intermediate Accounting I and II
BUSN 311 Cost Accounting
BUSN 316 Federal Taxation

Business Administration Major A major in business administration prepares the student to understand the functional areas of business, human relations in organizations, and strategic policy making issues. To earn a B.A. degree with a major in business administration, a student must take at least 36 credit hours in business administration courses, 18 of which must be upper division work on this campus.

Requirements for the major in business administration are:
MATH 103 Mathematics for the Liberal Arts
MATH 206 Statistical Methods
ECON 203 Macroeconomics
ECON 204 Microeconomics
BCIS 110 Fundamentals of Microcomputers
BUSN 207 Financial Accounting I
BUSN 208 Financial Accounting II
BUSN 305 Business Law I
BUSN 324 Report Formulation
BUSN 333 Principles of Management
BUSN 340 Marketing
BUSN 360 Corporate Finance
BUSN 485 Business Policy
Plus 6 hours of 300-400 level electives in business or economics.

Business Administration Minor Requirements for the minor in business administration are:
ECON 203 Macroeconomics
ECON 204 Microeconomics
BUSN 208, 208 Financial Accounting I and II
BUSN 305 Business Law I
BUSN 340 Marketing
BUSN 360 Corporate Finance

Computer Information Systems Major A major in computer information systems provides the student with a broad liberal education to understand the relationship between the technical and non-technical aspects of business. The major is designed and offered to develop the professional skills and capabilities that enable students to pursue careers in computerized information systems in large and small businesses in both the public and private sectors of our economy. It is a major designed for the student who wishes to combine computer knowledge, both mainframe and microcomputer, with extensive substantive coursework in business and related areas. To earn a B.A. degree with a major in computer information systems a student must complete a minimum of 18 hours of upper division courses on this campus.

Requirements for the major in Computer Information Systems are:

MATH 103 Mathematics for the Liberal Arts
MATH 206 Statistical Methods
ECON 203 Macroeconomics
ECON 204 Microeconomics
BUSN 207 Financial Accounting I
BUSN 208 Financial Accounting II
BUSN 311 Cost Accounting
BUSN 333 Principles of Management
BUSN 340 Marketing
BUSN 360 Corporate Finance
BUSN 485 Business Policy
BCIS 105 Introduction to Information Systems
BCIS 110 Fundamentals of Microcomputers
BCIS 240 Business Applications Programming I
BCIS 250 Business Applications Programming II
BCIS 350 Database Business Applications
BCIS 480 Systems Analysis, Design and Implementation
BCIS 490 Current Issues in Computer Information Systems

COMMUNICATIONS This major is designed for the student who wishes to pursue a communications career in corporations, non-profit organizations, or the media. The program of study allows the student to select a concentration of course work in writing skills, advertising, public relations or marketing and promotions. Students take work in applied communications where, through informed practice, they improve their communications skills. With related work in mass communication, the social sciences, English, journalism, and business administration, this major equips the student to pursue a broad range of careers in the communications field. The student is encouraged to complete basic courses in the functional areas of business as well. The combination of an understanding of business and economics with the ability to write is a powerful one. The student could also combine this major with other areas such as the natural sciences for a career in scientific and technical writing.

Communications Major A major in communications leads to a Bachelor of Science degree. A total of 48 hours is required for the major. Requirements for the major in Communications are:

COMM 110 Introduction to Mass Communications
COMM 207 Expository Writing
COMM 209 Techniques of Communications Production
COMM 305 Organizational Communications
COMM 306 Introduction to Creative Writing
COMM 415 Media Ethics
BUSN 324 Report Formulation and Presentation
ENGL 301, 302 Literary History of England I and II
ENGL 331, 332 American Literature to/since 1900
Plus a 300-level history course.

Each major must also select an additional four courses from one of the following concentrations, or may elect four courses (a minimum of 12 hours) to be approved by the advisor. The student's background and career orientation are to be considered in course selection.

Advertising Concentration

ART 355 Advertising, Layout, Production and Design
ART 365 Intermediate Advertising, Layout, Production and Design
ART 327 Photography
BUSN 340 Marketing
BUSN 341 Advertising
BUSN 351 Consumer Behavior
BUSN 453 Marketing Research
COMM 360 Topics in Communications

Corporate Communications and Public Relations Concentration

BUSN 340 Marketing
BUSN 351 Consumer Behavior
BUSN 353 Promotion Management
BUSN 453 Marketing Research
BUSN 342 Public Relations
BUSN 492 Topics in Business Administration
COMM 360 Topics in Communications

Media Concentration

COMM 204 News Writing and Editing
COMM 304 Advanced Writing for the Media
COMM 308 Advanced Creative Writing
COMM 310 Television Production
COMM 360 Topics in Communications
COMM 361 Topics in Journalism

Recommended courses are: BUSN 207; ECON 203, SOCI 203; HIST 203 and 204; POLI 201; PSYC 201; FREN 201, 202 or SPAN 201, 202; PHIL 203 and 207.

Communications Minor Requirements for a minor in Communications are:

COMM 110 Intro to Mass Communications
COMM 207 Expository Writing
COMM 209 Techniques of Communication Production
COMM 305 Organizational Communication
BUSN 324 Report Formulation and Presentation
Plus two electives to be approved by the advisor.
ENGL 201 is also required for non-English majors.

ENGLISH Courses in the department include composition, literature, speech, film, dramatic arts, and communications. Students are encouraged to take courses in all these areas, but courses in speech, film, dramatic arts and communications do not count (unless specified) towards a regular major in English. Initial courses train the student to perceive and evaluate the form, structure, and inner dynamics of any literary work. Advanced courses focus on specialized areas of relevance and are designed to give the student an awareness of ways in which other disciplines can contribute to a fuller understanding of literature.

English Major Courses required for the major in English are as follows:

ENGL 201 Introduction to Literature
ENGL 301 Literary History of England I
ENGL 302 Literary History of England II
ENGL 331 American Literature to 1900
ENGL 332 American Literature since 1900
ENGL 460 Studies in Literature and Criticism
Plus any two of the following:
  ENGL 309 Chaucer and Medieval Literature
  ENGL 313 Shakespeare
  ENGL 318 The Seventeenth Century
Plus any two of the following:
  ENGL 322 The Romantics
  ENGL 325 The Novel
  ENGL 326 Modern British Literature
  ENGL 327 Modern Drama
  ENGL 350 Contemporary Literature
Plus any two additional upper-level English courses.
A minimum of 36 hours in English is required for the major.

Distributed Requirements The requirement for Area I is met by ENGL 101 and 102, to be taken in the first year of study. English majors may *not* use an English course to fulfill a Distributed Requirement in Area VI.

Prerequisites ENGL 101, 102, and ENGL 201 are prerequisite to all English courses numbered 300 or above. Special consideration will be given, in certain cases, to non-English majors who desire to take courses numbered 300 or above.

English Minor Courses required for a minor in English are:

ENGL 201 Introduction to Literature
ENGL 301 Literary History of England I
ENGL 302 Literary History of England II
Plus 12 additional courses, 9 of which must be at the 300 level or above. ENGL 460 is recommended.

HISTORY History, drawing upon nearly all fields of knowledge, helps provide a deeper understanding and perspective of the forces which influence individuals and the world around them. It trains one in the skills of research, analysis, and written interpretations.

A concentration in history is an excellent general foundation for many occupations, professional careers, and graduate study. It provides opportunities for careers in teaching, policy research in government and business, archives and records management, law, politics, and foreign service. Queens College is a member of the Institute of Applied History.

History Major The major in history leads to a Bachelor of Arts degree. A minimum of 33 hours in history is required. Courses required for the major in history are:

HIST 201 Western Civilization to 1650
HIST 202 Western Civilization since 1650
HIST 203 The United States to 1877
HIST 204 The United States since 1877
HIST 300 Research Techniques in History/Public History
One upper-level course in United States history
One upper-level course in European history
Plus one of the following:
  HIST 361 Ideas and Values in Conflict in History
  HIST 395 Intellectual History of the United States
  HIST 399 Forces of Change
  HIST 490 The Historical Approach
Plus three additional upper-level history courses

Additionally, each student must select nine hours outside the History Department which must be approved by the department and which will serve to broaden and enrich the program of study. Upon declaring a major in history, the student is advised to consult immediately with the department for a review of the student's needs.

History Minor The requirements for the minor in history are a total of 21 credit hours to include:

HIST 201 Western Civilization to 1650
HIST 202 Western Civilization since 1650
HIST 203 The United States to 1877
HIST 204 The United States since 1877
One 300-level course in European history
One 300-level course in United States history
One other upper-level history or public history course

NURSING A major in nursing leads to the Bachelor of Science in Nursing degree. The James D. Vail III Bachelor of Science in Nursing program at Queens College is an NLN-accredited baccalaureate degree program which provides opportunities for the development of a professional nurse through courses in the humanities, social, behavioral, and natural science, the fine arts and nursing. Nursing content is founded on the Self-Care Deficit Theory of Nursing.

Information for Registered Nurses The nursing major at Queens College is an open curriculum designed to accommodate the changing career goals and learning needs of those who are enrolled. It recognizes areas of achievement common to the graduates of various types of education programs and is responsive to the needs of students for more flexibility in entering the nursing education system. The length of the program will depend upon prior academic preparation and upon satisfactory completion of the challenge sequence. For further information, see the special brochure for the baccalaureate registered nurse or contract the office of the Division of Nursing.

Prior to full acceptance, registered nurses are additionally required to successfully complete the Profile II Nursing exam and three validation exams in order to receive credit for Nursing 201, 203, 204, 205, 302, 307 and 314 for a total of 31 credit hours.

Admission to the Major All students must make formal application in order to be permitted to major in nursing. Application to nursing is made when all required prerequisite courses are completed. Application requirements consist of:

1. a completed application form;
2. a $15.00 non-refundable application fee;
3. two completed recommendation forms for the James D. Vail III Bachelor of Science in Nursing Program;
4. completed physical examination form (prior to first clinical);
5. proof of professional liability insurance and hospitalization (prior to first clinical).

Full acceptance must be obtained prior to enrolling in senior nursing courses. Full acceptance may be granted by the Nursing Admissions and Placement Committee after review of the student's physical examination records, completed prerequisite work, application and recommendations. In order to be admitted to the major in nursing a student must have a minimum cumulative grade-point average of 2.200 and receive at least a "C" in the theory and laboratory components of Biology 111, 112, and 120 or 207; Chemistry 101, 102; Sociology 203; Psychology 201, and Nursing 201, 203, 204 and 205.

Distributed Requirements Nursing majors are required to fulfill the same Distributed Requirements as those required for all other degrees. The requirement for Area II is met by MATH 206 and an additional math course; the requirement for Area IV is met by Chemistry 101 and 102 with labs; and the requirement for Area V is met by Psychology 201 and Sociology 203.

Courses required for the major in nursing are:

Prerequisite courses:
BIOL 111 with Lab Human Anatomy
BIOL 112 with Lab Human Physiology
BIOL 120 Introduction to Medical Microbiology
CHEM 101 with Lab General Chemistry I
CHEM 102 with Lab General Chemistry II
PSYC 201 General Psychology
SOCI 203 Principles of Sociology

Nursing courses:
NURS 201 Introduction to Nursing as a Practice Discipline
NURS 203 Introduction to Designing Nursing Systems
NURS 204 Pharmacology
NURS 205 Nutrition
NURS 302 Designing Nursing Systems with Individuals with Health Deviations
NURS 307 Designing Nursing Systems with Individuals with Behavioral Health Deviations
NURS 314 Designing Nursing Systems for Childbearing/Childrearing Families
NURS 400 The Scholarly Dimension of Nursing: Research
NURS 401 Management in Nursing
NURS 402 Designing Systems with Multiperson Units in the Community
NURS 450 Directed Study in Nursing
NURS 451 Designing Nursing Systems in Complex Nursing Situations
NURS 452 Nursing Perspectives
Plus one elective chosen from NURS 301, 360, or 460.

Additional required courses are:
MATH 206 Statistical Methods
PSYC 304 Abnormal Psychology
PSYC 320 Developmental Psychology

In order to graduate with a major in nursing a student must earn at least a "C" in Nursing 201, 203, 204, 205, 302, 307, 314, 400, 401, 402, 450, 451, 452, and one nursing elective (NURS 301, 360, or 460).

PSYCHOLOGY The department emphasizes the development of an understanding of factors important in determining behavior. Introductory courses present basic psychological principles; upper-level courses provide opportunities for further work in areas of special interest. Independent study allows the student to design and carry out original research.

A major in psychology provides a basis for graduate study in areas of psychology, education, social sciences, social work, and law as well as a foundation for careers in personnel, social work, mental health, and similar areas.

Psychology Major Requirements for a major in psychology are:

MATH 206 Statistical Methods
BUSN 110 Fundamentals of Microcomputers
PSYC 201 General Psychology
PSYC 303 Social Psychology
PSYC 306 Experimental Methods in Psychology
PSYC 306L Laboratory in Experimental Psychology
PSYC 314 Psychology of Learning
PSYC 400 Advanced General Psychology I
PSYC 401 Advanced General Psychology II
Plus at least 16 additional hours in the department as approved by the academic advisor.
BIOL 112 and PHIL 203 are recommended.

Psychology Minor A student planning on minoring in psychology should check with a departmental member.

Requirements for a minor in psychology are:

PSYC 201 General Psychology
Plus one course chosen from:
  PSYC 302 Psychology of Personality
  PSYC 303 Social Psychology
  PSYC 304 Abnormal Psychology
Plus one course chosen from:
  PSYC 311 Psychological Tests
  PSYC 312 Sensation and Perception
  PSYC 412 Physiological Psychology
Plus three additional courses (9 hours) from the entire departmental offerings.

RADIOLOGIC TECHNOLOGY The Bachelor of Science degree with a major in radiologic technology will be granted upon successful completion of 90 credit hours of approved college work and certification in radiologic technology from any hospital school accredited by the American Registry of Radiologic Technologists and approved by the college. All New College degree requirements must be met. Thirty credit hours are assigned to professional courses carried in the school of radiologic technology; these constitute the major. All of these 30 credit hours shall be considered equivalent to 300-400 level courses. A student may not be admitted to candidacy until certified by the American Registry of Radiologic Technologists.

UNDERGRADUATE COURSES OF INSTRUCTION

COURSE LISTINGS Course listings give general information concerning each area of study and the requirements for major programs in each discipline. These requirements should be carefully noted by students when deciding on a major.

COURSE NUMBERS Credit earned in courses numbered below 100 may not be applied to any graduation requirements.

In general, courses numbered 100-299 are primarily for freshmen and sophomores; those numbered 300-499 are primarily for juniors and seniors. In specific cases, however, the individual student's ability and background rather than class standing will determine the appropriate level of work.

Double numbers separated by a comma (e.g. 301, 302) indicate that the completion of both courses forms a desirable unit. Occasionally the first course is a prerequisite to the second.

COURSE CHANGES Queens College reserves the right to change the course offerings and instructors indicated in this catalog without prior notice to persons who may thereby be affected. Every effort is made to help a student affected by a course change by providing the opportunity for independent study or some other suitable arrangement.

Art

ART 101 Introduction to Art

Designed for the student with no experience who wishes to gain some understanding of fundamental concepts necessary for the visualization of an idea. Concepts of line, value, form, structure, space and color will be introduced through periodic slide presentations. *3 Hrs.* (Fall, Spring, Summer)

ART 215 Ancient to Early Renaissance Art

Survey of stylistic developments in architecture, sculpture, painting, and the minor arts of the Mediterranean and European countries from prehistoric times to approximately 1500 A.D. *3 Hrs.*

ART 216 High Renaissance Art to the Present Time

Survey of stylistic developments in architecture, sculpture, painting, and the minor arts of Europe and America from approximately 1500 to the present day. Prerequisite: ART 215, or permission of instructor. *3 Hrs.*

ART 227 Photography

Photography used as an expressive medium and as a tool for exploring visual experience. Emphasis will be on selection and treatment of subject matter. Students will learn necessary skills in photographic technique and be acquainted with the historical development of photography. Six hours studio a week. *3 Hrs.*

ART 307 Art in the United States

Study of the architecture, sculpture, painting, and minor arts of the Colonial period through the present, supplying courses in American social and political history. *3 Hrs.*

ART 255 Advertising, Layout, Production and Design

Fundamentals of advertising production with special attention to layout techniques and design attitudes governing graphic arts. Six hours studio a week. Prerequisite: Permission of the instructor. *3 Hrs.*

ART 364 Intermediate Advertising, Layout, Production and Design

Continued investigations into advertising production. Further developments of layout techniques and design attitudes governing graphic arts. Six hours studio a week. Prerequisite: ART 255. *3 Hrs.*

Biology

BIOL 102 Animal Biology

Survey of the animal kingdom; study of the organization and activities of animals with emphasis on man; the evolution of animal life. Three hours lecture and three hours laboratory a week. No Prerequisite. Lab fee $25. *4 Hrs.* (Alt. Fall)

BIOL 103 Principles of Biology

An introduction to the principles underlying the activities of living organisms; origin of life; molecular biology; cell structure and function; heredity. Laboratory emphasizes the scientific method. Three hours lecture and three hours laboratory a week. Lab fee $25. Prerequisite: high school chemistry or CHEM 101. *4 Hrs.* (Alt. Spring)

BIOL 111 Human Anatomy

A study of the structure of the human body. *3 Hrs.*

BIOL 111L Human Anatomy Laboratory

Study of human osteology; dissection of the cat and other animals. Lab Fee $25. (Biology 111 and 111L may not be counted toward major except for students in Music Therapy.) *1 Hr.*

BIOL 112 Human Physiology

A study of the functions of the human body. Laboratory study designed to demonstrate basic physiological principles. Three hours lecture and three hours laboratory a week. Lab fee $25. (May not be counted toward major.) *4 Hrs.*

BIOL 120 Introduction to Medical Microbiology

Principles of microbiology with emphasis on the pathogenic bacteria, viruses, rickettsiae, and fungi. Laboratory includes methods for cultivation, isolation, and identification of the above. Three hours lecture and three hours laboratory a week. Lab fee $25. (May not be counted toward a major.) *4 Hrs.*

Business Administration

BCIS 105 Introduction to Information Systems

This is a survey of computer processes, hardware, and software. The course includes principles of computer information systems, computer languages, and the application and impact of computer information systems on business. *3 Hrs.* (Fall, Spring, Summer)

BCIS 110 Fundamentals of Microcomputers

This course introduces the fundamentals of computing processes, including hardware and software. Business application topics include spreadsheet, database, and word processing. Students who have taken CSCI 105 may not take BCIS 110 for credit. *3 hrs.* (Fall, Spring, Summer)

BCIS 240 Business Applications Programming I

This course provides instruction and practical experience in designing and writing COBOL programs using structures and methodologies to complete business application programs. Prerequisites: BCIS 105 and sophomore standing or permission of the department. *3 Hrs.* (Fall)

BCIS 250 Business Applications Programming II

This course provides instruction and practical experience in designing and writing COBOL programs for the batch and on-line environments for sequential, indexed, and direct file organization using structured methodologies. Prerequisites: BCIS 105, BCIS 240 and junior standing, or permission of the department. *3 Hrs.* (Spring)

BCIS 350 Database Business Applications

This course provides an introduction to the properties, logic, design, implementation and accessing of business data bases as contrasted with conventional data file creation and maintenance techniques. Prerequisites: BCIS 105, BCIS 240 and junior standing, or permission of the department. *3 Hrs.* (Fall)

BCIS 480 Systems Analysis, Design, and Implementation

Developing systems to meet the need of an organization, training managers in design capabilities and limitations of information systems, beginning training for professional systems analyst, and providing techniques for facilitating the implementation process. Prerequisites: BCIS 105, 110, 240, 350, and BUSN 360. *3 Hrs.* (Spring)

BCIS 490 Current Issues in Computer Information Systems

This is an advanced course dealing with relevant information systems issues. These may include such topics as data communications, advanced systems analysis, microcomputer applications, and/or business software packages. Prerequisites: BCIS 105, 110, 240, 250, 350 and BUSN 360. *3 Hrs.* (Spring)

BUSN 207 Financial Accounting I

An introduction to financial accounting principles. Topics to be covered include recording of transactions, preparation of various journals, posting of ledgers, and preparation of income statements and balance sheets. *3 Hrs.* (Fall, Spring, Summer)

BUSN 208 Financial Accounting II

An introduction to the theory, methods, and uses of accounting information in solving business problems. Topics include accounting for partnerships, corporations and income taxes. Prerequisite: BUSN 207. *3 Hrs.* (Fall, Spring, Summer)

BUSN 305 Business Law I

An introduction to law with an emphasis on the legal rights and duties of the individual engaged in business. Topics to be covered include contracts, sales, personal property, and bailments. Prerequisite: Sophomore standing. *3 Hrs.* (Fall)

BUSN 307 Intermediate Accounting I

A study of financial accounting theory along with generally accepted accounting principles. Topics include special problems of presentation in regard to cash, receivables, inventories, plant, and equipment. Prerequisites: BUSN 207 and 208. *3 Hrs.* (Fall)

BUSN 308 Intermediate Accounting II

A continuation of the study of financial accounting theory along with generally accepted accounting principles. Topics include special problems of presentation in regard to liabilities, leases, pensions, equity, income taxes, earnings per share, and changing prices. Prerequisite: BUSN 307. *3 Hrs.* (Spring)

BUSN 311 Cost Accounting

A study of cost accounting systems including problems of cost determination. The course will emphasize the development of techniques for use in managerial decision making such as standard costs and budgeting. Other topics include cost-benefit analysis, and capital budgeting. Prerequisites: BUSN 207 and 208. *3 Hrs.* (Spring)

BUSN 313 Auditing

A study of auditing standards as they relate to internal, external, and public sector auditing. Topics to be covered include auditing theory and ethics, responsibilities and legal liability, audit evidence, audit method, and the audit report. Prerequisites: BUSN 307 and 308. *3 Hrs.* (Fall)

BUSN 315 Business Law II

A continuation of the study of law as it impacts the individual engaged in business. Topics include agency, partnerships, corporations, real property, and government regulation of business. Prerequisite: BUSN 305. *3 Hrs.* (Spring)

BUSN 316 Federal Taxation

A comprehensive study of the federal tax system. Topics include income, deductions, credits, and exclusions. Prerequisites: BUSN 207 and 208. *3 Hrs.* (Fall)

BUSN 317 Advanced Accounting

An advanced study of financial accounting theory and application. Topics include external reporting, consolidations, partnerships, governmental accounting, and fiduciary accounting. Prerequisites: BUSN 308. *3 Hrs.* (Spring, Summer)

BUSN 320 Business Ethics

Analysis of business policies and practices with respect to their social impact; patterns of governmental regulations; political activities of trade associations and other special-interest groups; the relationship between public policy and the growth of corporate enterprise; and the social responsibilities of business management. *3 Hrs.* (Spring)

BUSN 324 Report Formulation and Presentation

Basic techniques of business research; report preparation and presentation, both written and oral. Emphasis on organization and presentation, clarity, brevity, style, and use of visual aids. *3 Hrs.* (Spring, Summer)

BUSN 331 Personnel Administration

A study of the personnel function in the organization. Topics covered include job design, staffing, performance appraisal, training and development, compensation, and collective bargaining. Current topics in the law (OSHA, Fair Employment Regulations, etc.) which affect the personnel function are considered. *3 Hrs.*

BUSN 333 Principles of Management

A basic survey of management theory with emphasis on the functional and task requirements of management, and behavioral considerations. Specific topics include the planning, organizing, and controlling functions of management; contemporary models of organizational design; motivation and performance; and group behavior and influence processes. *3 Hrs.* (Fall, Spring, Summer)

BUSN 340 Marketing

A study of the interrelationship between marketing functions and the other primary functions of firms or organizations. An analytical survey is made of the problems of product planning, pricing, promotion, channels of distribution, and legislation affecting marketing activities as related to the satisfaction of the individual consumer and societal wants and needs. *3 Hrs.* (Fall, Spring, Summer)

BUSN 341 Advertising

This course encompasses a full review of the development and execution of advertising campaigns. Aspects of consumer research, market analysis, media planning, creative strategy formulation, federal trade regulation and final production will be examined. Exploration of advertising agency operations and the client/agency relationship will be included. In-class projects and case analyses will provide practical experience in advertising strategy development and evaluation. Prerequisite: BUSN 340. *3 Hrs.*

BUSN 342 Public Relations

An overview of public relations strategies and techniques for businesses and for nonprofit organizations. Emphasis on the identification of the various publics with which an institution interacts. Examines the various media appropriate for specific public relations communications. Prerequisite: BUSN 340. *3 Hrs.* (Spring)

BUSN 351 Consumer Behavior

An overall view of some of the basic perspectives of consumer behavior. An interdisciplinary approach will be stressed including the fields of economics, psychology, sociology, and anthropology, as related to marketing. Emphasis is placed on the fundamental processes of motivation, perception, and learning, as well as analysis of individual and group influences as related to the marketing of goods and services. Prerequisite: BUSN 340. *3 Hrs.* (Summer)

BUSN 353 Promotion Management

A study of the promotion activities of personal selling, advertising, public relations/publicity, and sales promotion as part of overall marketing strategies and budgets. Prerequisite: BUSN 340. *3 Hrs.* (Fall)

BUSN 360 Corporate Finance

Introduction to basic concepts, principles, and analytical techniques of financial management. Emphasis on planning and managing assets. Topics include formulating financial objectives, short-term financial analysis, financial forecasting and planning, current asset management, elementary capital budgeting and cost of capital, the nature of long-term sources of funds, analysis of risks in financial decisions involving alternative investment options, mergers and acquisitions, problems in valuation, dividend policy, financial leverage, and determination of optimal capital structure. Prerequisites: BUSN 207 and 208, ECON 203 and 204, and MATH 206. *3 Hrs.* (Fall, Spring, Summer)

BUSN 372 Personal Financial Management

A study of the management of personal and family affairs. This course examines income and expenditure planning, credit and borrowing, personal savings, taxes, insurance, social security, investing, and retirement and estate planning. *3 Hrs.*

BUSN 420 Comparative International Business Practices

Survey and analysis of similarities and differences in management and business practices in selected countries drawn from diverse parts of the world. Evaluation of socio-economic, political, legal, educational, and cultural factors on managerial decision making and business practices in specific environments. Some use of case analysis. Prerequisites: ECON 203 and 204, BUSN 321 or 333, and 340. *3 Hrs.*

BUSN 421 Organizational Behavior

An examination of the behavioral aspects of organizations within our society. Specific topics include the interrelationships between the individual, informal and formal groups; group formation, cohesiveness, conformity, norms; interpersonal communications; conflict; authority, power and influence; leadership, motivation and performance. *3 Hrs.* (Fall, Summer) Note: Students may elect this course as PSYC 421.

BUSN 432 The Entrepreneurial Enterprise

A study of the characteristics which distinguish an entrepreneurial enterprise from the concepts of the small business and the large firm. Present and past case histories will be used to examine the risks and opportunities facing the entrepreneurial firm. The methods used to determine the feasibility of successfully establishing a company, and for developing a business plan for entrepreneurial ventures will be studied. Prerequisites: BUSN 333, 340, and 360, or permission of the instructor. *3 Hrs.*

BUSN 441 Retail Strategy and Management

An examination of the basic functions, institutions, and activities of retailing goods and services with an emphasis on development and implementation of business strategy and management. Includes evaluation and selection of target markets, design of merchandising plan, as well as financial implications of strategy. Prerequisite: BUSN 340. *3 Hrs.*

BUSN 452 Marketing Management

A study of the marketing strategies used by management under a variety of circumstances and within a variety of business and organizational settings. The case analysis method is utilized. Prerequisite: BUSN 340. *3 Hrs.*

BUSN 453 Marketing Research

An introduction to the research and methods used in the marketing process. Areas given emphasis include sources of market data, sampling surveys, interpretation of data, and the relationship of market research to the policies and functions of a business. Prerequisite: BUSN 340 and MATH 206. *3 Hrs.* (Spring)

BUSN 454 International Trade

A study of international payments, international economic theory, contemporary economic nationalism, international investment and currency problems, and the commercial policies of foreign countries. Prerequisites: ECON 203 and 204. *3 Hrs.*

BUSN 470 Principles of Investment

A study of the economic and investment environment as it relates to security investment decisions. Introduction to the concepts and techniques relevant to the formulation of investment objectives, strategies and policies for individual and institutional investors. An elementary treatment of portfolio theory and the capital asset pricing model. Prerequisites: BUSN 360. *3 Hrs.*

BUSN 472 Seminar in Financial Management

In-depth treatment of advanced problems in managerial finance. Topics include working capital management, capital budgeting, cost of capital, valuation, dividend policy, and long-term financial management. Extensive use of cases. Prerequisites: BUSN 360. *3 Hrs.*

BUSN 485 Business Policy

Designed to develop analytical skills in strategy formulation and implementation and an integrated view of business operations. Provides a basic grasp of policy problems in a variety of business and governmental settings through the use of case studies. Prerequisites: BUSN 305, 333, 340 and 360. *3 Hrs.* (Fall, Spring)

BUSN 492 Current Topics

Course designed to investigate and/or evaluate current topics or specialized areas of business. Course topic is to be announced the semester preceding the offering. Prerequisite: To be designated for each specific course offered. *3 Hrs.*

BUSN 495 Independent Research/Study

A program of directed readings or a research project. Requires approval of the supervising professor, the division chairman, and the Vice President for Academic Affairs. Open to business major seniors with a 3.00 GPA in the business major. *1-3 Hrs.*

Chemistry

CHEM 101 General Chemistry I

This course includes the structure of the atom; the structure of the nucleus and nuclear chemistry; the Periodic Table; chemical bonding; solids, liquids, and gases; and stoichiometric relationships, the properties of solutions, colloidal systems, chemical equilibria, and hydrocarbons. Three hours lecture a week. CHEM 101 Lab must also be taken to fulfill a distributed requirement in Area IV. *3 Hrs.* (alt. Fall)

CHEM 101 Lab Introduction I

This laboratory introduces the student to elementary glassworking; general laboratory equipment and techniques, the principles of quantitative operations, and qualitative analysis. Three hours laboratory a week. *1 Hr.* (alt. Fall)

CHEM 102 General Chemistry II

This course is an introduction to organic chemistry and biochemistry, including functional groups, reactions, and synthesis. Three hours lecture a week. CHEM 102 Lab must also be taken in order to satisfy a distributed requirement in Area IV. Prerequisites:

CHEM 101 or permission of the instructor. *3 Hrs.* (alt. Spring)

CHEM 102 Lab Introduction II

The student in this laboratory is introduced to semimicrotechniques, chromatography, elementary organic and biochemical techniques. Prerequisites: CHEM 101L or permission of the department. Three hours laboratory a week. *1 Hr.* (alt.Spring)

Communications

COMM 103 Voice and Diction

An analysis of each student's voice, articulation and pronunciation with the aim of identifying and correcting non-standard speech habits. Through use of the International Phonetic Alphabet and language laboratory equipment, concentration will be centered upon the perfection of vowels, diphthong and consonant sounds. Directed exercises will give the student practice in the improvement of voice and diction. Dialectical problems are analyzed and corrected. *3 Hrs.*

COMM 110 Introduction to Mass Communications

An introduction to the major fields of communications (television, radio, film, newspapers, magazines, advertising, and public relations) and to the importance of communications in modern American society. Some attention will be paid to the history of the media and to the laws, pressure groups, and regulatory agencies which influence them. *3 Hrs.* (Fall, Summer)

COMM 204 Introduction to News Writing and Editing

Study of newspaper methods and the techniques of news writing, with some emphasis on elementary problems of editing and makeup. Prerequisites: COMM 110 and ENGL 102, or permission of the department. *3 Hrs.* (Fall)

COMM 207 Expository Writing I

Expository writing based upon topics and readings to be assigned by the instructor. The student will be expected to write knowledgeable expository prose based upon thought, reading, and research. Prerequisites: ENGL 101 and 102, or permission of the department. *3 Hrs.* Note: Students may elect this course as ENGL 207. (Fall)

COMM 208 Expository Writing II

A continuation of Expository Writing I for those students who need or wish further experience in developing their writing. Prerequisites: COMM 207, or permission of the department. *3 Hrs.* Note: Students may elect this course as ENGL 208.

COMM 209 Techniques of Communications Production

The course includes electronic news gathering theory and electronic field production theory with some hands-on experience in production. Introduction to the applications of video in advertising and public relations, including techniques of production and editing video, audio, and film. Introduction to multi-image presentations, including some script writing and the use of word processor. Basic operation and maintenance will be stressed. Prerequisites: COMM 110. *3 Hrs.*

COMM 213 History of Film

Introduction and historical analysis of the development of cinema; aesthetics and techniques, movements and genres, makers and performers. Film-viewing and optional film-making. *3 Hrs.*

COMM 232 Film Criticism

Study of the nature of film as an art form with detailed discussion of individual films. An analysis of the backgrounds of film-making with some actual use of film equipment. Prerequisites: COMM 110 or permission of the department. *3 Hrs.*

COMM 304 Advanced Writing for the Media

Advanced study of the techniques of writing for the media, with emphasis on the development of specialized skills and research techniques. Prerequisites: COMM 204 and 207. *3 Hrs.* (Spring)

COMM 305 Organizational Communication

Nature and function of communications in organizations; includes information flow and processing, communications networks, role relationship, decision making and writing in formal organizations. *3 Hrs.*

COMM 306 Introduction to Creative Writing

This is a study of the principles of creative writing, with special attention to the various forms. This course will include study of the principles of writing, with special attention to observation and reflection, form and meaning, modern usage and effective expression. *3 Hrs.* (Spring) Note: Students majoring in Communications who have not already completed COMM 307 must take COMM 306 to meet this core requirement.

COMM 308 Advanced Creative Writing

Practice in writing and in criticism of the essay, short story, and poem in view of a final piece of sustained, related work for students with interest in and aptitude for composition. Prerequisites: COMM 306, or permission of the department. *3 Hrs.* Note: Students may elect this course as ENGL 308. (Summer)

COMM 310 Television Production

The student will learn the essentials of television studio production, including scripting, staging, lighting, set design, story board preparation, etc. The student will study the various roles involved in television production; such as director, writer, editor, and lighting engineer; and will gain some hands-on experience in work on a production using the available equipment. Prerequisites: COMM 110, 209, or permission of the department. *3 Hrs.*

COMM 350 Independent Study in Communications

This course involves an independent investigation of a period in the history of mass communications or of the influence of mass media on contemporary culture or of a topic related to other particular facets of the study of mass communications: for example, journalism, television, radio, magazines, advertising, or some aspect of American popular culture. Open to junior and senior majors with a 3.00 average in communications. Prerequisites: COMM 110, 204, and permission of the department. *3 Hrs.*

COMM 360 Topics in Communications

Intensive consideration of a single topic in communications. The topic for the course will vary from term to term and may range from a consideration of the work of a single individual to study of a general movement. Open to majors and to others with the permission of the department. May be taken twice with different subtitles. *3 Hrs.*

COMM 361 Topics in Journalism

Intensive consideration of a single topic in journalism. The topic for the course will vary from term to term and may range from a consideration of the work as a single individual to a study of a general movement. Open to majors and to others with the permission of the department. May be taken twice with different subtitles. *3 Hrs.*

COMM 400 Communications Professional Internship

This course involves a period of work-study of some aspect of communications—a radio or television station, a newspaper office, an advertising agency, the editorial office of a magazine—as circumstances dictate. Each student will be evaluated by the supervising agency and will write a personal evaluation of the work experience. May be repeated for up to nine hours of credit. Open to junior and senior majors only. Prerequisites: COMM 110, 204, 207, and permission of the department. *3 Hrs.*

COMM 415 Media Ethics

Analysis of media policies and practices with respect to their social impact; governmental regulation of the media; libel laws; pressure groups and their influence; the social responsibilities of media management; other ethical issues confronting persons in communications. Required of all senior majors. *3 Hrs.* (Spring)

Economics

ECON 203 Principles of Macroeconomics

Introductory survey of aggregate economic principles; the scope and method of economics; business organizations; money and prices; national income theory; economic stabilization policies and international trade. *3 Hrs.* (Fall, Spring, Summer)

ECON 204 Principles of Microeconomics

Survey of economic principles, dealing with specific components of the economy and their application to economic problems; basic demand and supply theory; the theory of production and income distribution; agriculture, government regulation, and labor organizations. *3 Hrs.* (Fall, Spring, Summer)

English

Prerequisites: ENGL 101, 102 and 201 are prerequisite to all English courses numbered 300 or above. Special consideration will be given, in certain cases, to non-English majors who desire to take courses numbered 300 or above.

ENGL 098 Basic Composition

Basic Composition is a pre-college-level writing course designed to help students develop the skills they will need for writing at the college level. The course will help students learn the fundamentals of grammar, develop proofreading skills, and write well-structured sentences and paragraphs. The course will also help students learn to write well-developed essays. Credit for this course may not be used toward graduation. *3 Hrs.*

ENGL 101 Communications Skills I

This course will emphasize the development of the student's critical standards, and will stress the ability to use research techniques. Some reading will be done to provide thematic content to the course. *3 Hrs.* (Fall, Spring, Summer)

ENGL 102 Communications Skills II

Course designed to help freshmen to write, read, and speak clearly. Part of the semester will be devoted primarily to speech. The rest of the semester will be devoted to teaching the student how to organize and write an effective short essay. Reading and research material will be used to stimulate the student's critical insights and to provide thematic content. Prerequisite: ENGL 101. *3 Hrs.* (Fall, Spring, Summer)

ENGL 201 Introduction to Literature

This course introduces the student to the study of lyric, dramatic and narrative genres through the classic texts of Greek and Latin literature. Focus will be on Homer, the Greek dramatists, Virgil, Ovid, and the Latin lyrical poets. A major emphasis of the course will be on the classical mythology that informs so much of the literature of the western tradition. This course is prerequisite to all English courses numbered 300 and above, except in certain cases with approval of instructor. *3 Hrs.* (Fall, Spring, Summer)

ENGL 301, 302 Literary History of England

Historical and critical exploration of the major periods, forms, and attitudes of English literature from Beowulf to the present. Continuities and discontinuities of central developments of English literature will be discussed through texts. Literary examination and judgement as well as writing skills will be stressed. For sophomores and juniors; 301, 302 need not be taken before other 300 numbered courses, but can be taken simultaneously or later. *3 Hrs., 3 Hrs.* (alt. Fall, Spring)

ENGL 303 Major Figures in World Drama: Ancient Greece to the Renaissance

Survey of dramatic literature from ancient Greece to the Renaissance with emphasis on the relationship of the plays to the physical circumstances of theatrical production and to the historical and cultural milieu of the period. *3 Hrs.*

ENGL 304 Major Figures in World Drama: Renaissance to Modern

Survey of dramatic literature from the Renaissance to the time of Ibsen with emphasis on the relationship of the plays to the physical circumstances of theatrical production and to the historical and cultural milieu of the period. *3 Hrs.*

ENGL 306 Introduction to Creative Writing

This is a study of principles of creative writing, with special attention to the various forms. The course will include study of principles of writing, with special attention to observation and reflection, form and meaning, modern usage and effective expression. *3 Hrs.* (Spring) Note: Students may elect this course as COMM 306.

ENGL 308 Advanced Creative Writing

Practice in writing and in criticism of the essay, short story, and poem in view of a final piece of sustained, related work, for students with interest and aptitude for composition. Prerequisite: ENGL 306. *3 Hrs.* (Summer) Note: Students may elect this course as COMM 308.

ENGL 309 Chaucer and Medieval Literature

Readings in medieval English literature with emphasis on Chaucer, the Arthurian romance, and the medieval drama. *3 Hrs.* (alt. Fall)

ENGL 313 Shakespeare

Representative comedies, histories, tragedies, and romances with emphasis on Shakespeare's development as a dramatic artist. *3 Hrs.* (Spring)

ENGL 318 The Seventeenth Century

Study of poetry, drama, and prose with emphasis on Jonson, Donne and the Metaphysicals, and Milton. *3 Hrs.* (alt. Fall)

ENGL 322 The Romantics

Representative major poetical works of early and late Romantic authors. Key prose documents in the rise and development of Romanticism will also be examined. *3 Hrs.* (alt. Spring)

ENGL 324 The Victorian Age

Consideration of the major themes and concerns of novelists, poets, and prose writers of the Age of Victoria; emphasis on works of Tennyson, Carlyle, and other important figures. *3 Hrs.*

ENGL 325 The Novel

Development of the novel as a literary form using selected works of English fiction from the 18th century to the present. *3 Hrs.* (alt. Fall)

ENGL 326 Modern British Literature

Examination of British literature from the turn of the century to the 1950s. Emphasis on the works of Joyce, Yeats, Shaw, and the Bloomsbury Group. Central themes and technical innovations in 20th-century poetry, fiction and drama will be explored. *3 Hrs.* (alt. Spring)

ENGL 327 Modern Drama

Study of world drama from the realism of Ibsen through naturalism, expressionism, and symbolism to the current avant-garde theater. *3 Hrs.* (alt. Fall)

ENGL 328 Modern American Literature

This course examines modern American literature from the turn of the century to the present. The emphasis will be on Eliot, Frost, Williams, Stevens, Faulkner, Hemingway, Ellison, Malamud, Oates, Cather, and Morrison. *3 Hrs.*

ENGL 331 American Literature to 1900

Study of the particular properties and the major movements of American literature as seen in the works of major writers to 1900. *3 Hrs.* (alt. Fall)

ENGL 332 American Literature Since 1900

Study of the particular properties and the major movements of American literature as seen in the works of major writers since 1900. *3 Hrs.* (alt. Spring)

ENGL 333 Southern Literature

Study of the growth and development of the literature of the American South. The course will emphasize unique regional qualities of subject, theme, and style. *3 Hrs.*

ENGL 334 Studies in Linguistics

Studies of the main tenets of structural linguistics and transformational grammar with some attention to the relation between linguistic theories and older theories about language. *3 Hrs.*

ENGL 335 Women in Literature

Organized around female stereotypes and archetypes, this study of images of women in literature makes use of reading selections from nineteenth and twentieth century authors illustrating both positive and negative views of women as wives, mothers, sex objects, seductress-goddesses, spinsters and liberated persons. *3 Hrs.*

ENGL 336 Tragedy

Exploration of various possibilities of defining tragedy in terms of the protagonist, plot, an effect upon the audience, an attitude toward life, or others. *3 Hrs.*

ENGL 337 Comedy

This course examines the nature of comedy as a literary form from low farce to sophisticated high comedy in prose fiction, film, and drama. Beginning with classic examples from Aristophanes, Shakespeare and Moliere, the course will focus finally on the contributions of such modern writers as Shaw, Neil Simon and Woody Allen. Attention will center upon comedy's manipulation of language, character, plot, and traditional "lazzi" to accomplish its special cathartic purpose of keeping humanity close to sanity and balance. *3 Hrs.*

ENGL 350 Contemporary Literature

This course provides an opportunity for examination of authors, genres, and movements prominent on the literary scene since 1950. Topics will vary. May be repeated once with different topics. *3 Hrs.*

ENGL 351 Special Studies in English Literature

Intensive consideration of a single problem in English literature. The topic for the course will vary from term to term and may range from a consideration of the work of a major writer to a study of a single genre or intellectual movement. May be taken twice with different subtitles. *3 Hrs.*

ENGL 352 Special Studies in American Literature

Intensive consideration of a single problem in American literature. The topics for the course will vary from term to term and may range from a consideration of the work of a major writer to a study of a single genre or intellectual movement. May be taken twice with different subtitles. *3 Hrs.*

ENGL 354 Special Studies in World Literature

Intensive consideration of a single problem in world literature. The topic for the course will vary from term to term and may range from a consideration of the work of a major writer to a study of a single genre or intellectual movement. Primarily intended for short-term courses. May be taken twice with different subtitles. *3 Hrs.*

ENGL 449 Directed Readings in Composition or Literature

Independent investigation of a topic in composition or literature through a program of directed readings; oral examination conducted by the course supervisor and other members of the department upon invitation. Open to junior and senior English majors with a 3.0 average in English. *1, 2, 3 Hrs.*

ENGL 450 Independent Study in Composition or Literature

Independent investigation of a topic in composition or literature resulting in a research paper which is evaluated by two members of the department. Open to junior and senior English majors with a 3.0 average in English. *2, 3, 4 Hrs.*

ENGL 460 Studies in Literature and Criticism

Students will read works of literature and interpret them in the light of modern critical essays and selected works by major authors. Seminar for seniors only. *3 Hrs.* (alt. Spring)

Environmental Science

ENVR 101, 102 Environmental Science

A study of the environmental issues confronting our present society; energy, population, pollution, natural resources, food production, materials production, waste disposal, transportation. Certain scientific principles are considered to the extent necessary for a basic understanding of the environmental problems, and some attention is given to the role of science in the development of and attempted solutions to these problems. Environmental Science 101, 102 will fulfill the Area IV Distributed Requirements. Prerequisites: ENVR 101 or a college-level physical science course is prerequisite to ENVR 102. Two hours lecture, two hours laboratory a week. *4 Hrs., 3 Hrs.* (alt. Fall, Spring)

French

FREN 101, 102 Elementary French

Presentation of the basic structure of the language; first term emphasis on the spoken language; second term, the use of the written language for communication and comprehension. French 101 may fulfill distributed requirements, Area II, upon satisfactory completion of French 102. *3 Hrs., 3 Hrs.* (alt. Fall, Spring)

German

GERM 101, 102 Elementary German I and II

Presentation of the basic structure of the language, with emphasis on correct oral and written use of the language. German 101 may fulfill distributed requirements, Area II, upon satisfactory completion of German 102. *3 Hrs., 3 Hrs.*

History

Prerequisites. Dependent upon the courses noted in descriptions, HIST 201, 202, 203, or 204 may be required except with permission of the instructor.

HIST 201 Western Civilization to 1650

A survey of the history of civilization from the ancient world to the European crises of the seventeenth century, with emphasis upon the political, social, cultural, and intellectual development of Western civilization. *3 Hrs.* (Fall)

HIST 202 Western Civilization Since 1650

A survey of the history of civilization from the end of the religious wars and the emergence of the great European powers to the crises of the twentieth century and nuclear age, with emphasis generally upon the political, social, cultural, and intellectual development of Western civilization. *3 Hrs.* (Spring)

HIST 203 The United States to 1877

Rise of an American tradition; establishment of a nation; economic and social developments; expansion and sectional controversy; war and reconstruction. *3 Hrs.* (Fall)

HIST 204 The United States Since 1877

Settling the West; the triumph of business; reform movements and foreign affairs; the New Deal era; the Cold War era. *3 Hrs.* (Spring)

HIST 300 Research Techniques in History/Public History

Course designed for majors and minors to provide training and practice in historical research with emphasis in working with such materials as court records, deeds, wills, and census returns. There will be written and oral presentations of findings. Prerequisite: junior standing or permission of the instructor. *3 Hrs.* (alt. Spring)

HIST 301 English History to 1688

A survey of English history from the Roman conquest to the Glorious Revolution, with emphasis on the Tudor and Stuart periods. Prerequisites: HIST 201 or permission of the instructor. *3 Hrs.*

HIST 302 English History Since 1688

The age of aristocracy and the first empire; the struggle against revolutionary and Napoleonic France; the era of reform and high tide of imperialism; the democratic age and the storms of war. Prerequisite: HIST 202 or permission of the instructor. *3 Hrs.*

HIST 307 History of Latin America

A survey of the forces and events which have shaped Latin American experience from the 16th century to the present. *3 Hrs.*

HIST 315 Oral History

Examination of ways in which cultures were preserved in the past (folklore, work and protest songs, handicrafts, etc.) and the study of and practice in methodology of gathering and preserving historical information in oral form. *3 Hrs.*

HIST 317 History of Russia

This is a survey of the Russian experience from 9th-century Kievian Russia to the Bolshevik Revolution of 1917. Prerequisite: Sophomore standing. *3 Hrs.*

HIST 318 Soviet History

An investigation of the Soviet experience from 1917 to the present, this course studies the USSR both from a developmental and a thematic approach. Themes investigated include: Soviet foreign policy; Soviet domestic policies and institution; contemporary Soviet culture. Prerequisite: Sophomore standing. *3 Hrs.*

HIST 319 Modern Germany

A survey of German history from 1618 to the present. Begins with the Thirty Years War, traces the evolution of the several German states, examines the process of unification led by Bismarck, and analyzes the emergence and solution of the "German Problem" in the nineteenth and twentieth centuries. Prerequisite: HIST 202 or permission of the instructor. *3 Hrs.*

HIST 321 Nazi Germany

An intensive examination of German National Socialism. This course considers topics such as the origins and nature of Fascism; the Second World War in Europe; and the Holocaust. Prerequisites: HIST 202; or permission of the instructor. *3 Hrs.*

HIST 322 History of the Far East

A study of the history and culture of India, China and Japan. Art, architecture, science, philosophy and religion as well as family life and government will be looked at as manifestations of a people's culture. Some of the more recent political and economic developments will be the role of Gandhi and the Nehrus in India, the Communist revolution and Modernizations in China, and the Meiji Restoration and the "Economic Miracle" of Japan. *3 Hrs.*

HIST 325 American Foreign Policy

Major themes in the history of American diplomacy to 1945 with emphasis on their applications, modification, and development in relation to America's increased responsibilities as a world power. Prerequisites: HIST 203 or 204 or permission of the instructor. *3 Hrs.*

HIST 326 Contemporary American Foreign Policy

Analysis of the role of the United States in contemporary world politics; emphasis upon the nature of the foreign policy-making process and the rationale, content, and impact of contemporary American international actions and policies. Prerequisites: HIST 204 or permission of instructor. *3 Hrs.*

HIST 361 Ideas and Values in Conflict in History

A study of decisive intellectual and moral conflicts involving individualism, humanism, obscurantism, fundamentalism, racism, nationalism, totalitarianism, socialism, Nazism, Communism, materialism, and fanaticism. Prerequisite: Junior standing or permission of the instructor. *3 Hrs.*

HIST 376 The Lives and Times of Eminent Victorians

A study concentrating on the political, social, intellectual, and cultural currents and developments in Victorian England. *3 Hrs.*

HIST 386 European Social History

An investigation of European society from the 17th century to the present. This course focuses on the social history of the European experience and examines topics such as witchcraft, gender roles, social classes, economic development, leisure, and "mentalities." Prerequisite: Sophomore standing. *3 Hrs.*

HIST 389 Topics in United States History

Topics are announced annually. Prerequisites: HIST 203 or 204 or permission of the instructor. *3 Hrs.*

HIST 390 Individuals and Generations

A biographical approach to history through the study of individuals living in different chronological periods. Students will gain a vivid and concrete feel for these historical times and examine the interaction of external forces upon the attitudes and actions of individuals. *3 Hrs.*

HIST 391 Topics in World History

Topics announced annually. Prerequisite: HIST 201 or 202 or permission of the instructor. *3 Hrs.*

HIST 392 American Women

Derived from primary sources of women themselves, this study examines the central role of women in U.S. history. The study focuses on the period 1830 to the present, with particular attention given to race, region, and class. *3 Hrs.*

HIST 393 Main Currents in Southern History

Emphasis is on the economic, cultural, and intellectual forces that have shaped the thinking and actions of the South. Prerequisites: HIST 203 or 204 or permission of the instructor. *3 Hrs.*

HIST 394 Black-White Relations in America

A study of the interaction of blacks and whites in the British colonies and United States up to the present. Key periods and issues will be studied to see the problems faced, the responses made, and the consequences and significance of this heritage for both blacks and whites. *3 Hrs.*

HIST 395 Intellectual History of the United States

A study of the intellectual tradition of the nation and the unique synthesis of ideas that has characterized American thought. Through examination of a cross-section of the works of major intellectual figures and exploration of the modes of thought of various generations, the course aims to provide students with deeper insights into the development of the "American" mind. Among topics under consideration are: the Puritan Mind, the American Enlightenment, ideas of the New Republic, the Mind of the South, individualism, pragmatism, conservatism, and reform. Prerequisite: HIST 203 or 204. *3 Hrs.*

HIST 396 Urban History

Study of the growth, development, and changing character of major cities in the United States from colonial days to the present. Emphasis placed on the city's impact on the thought and life of the nation. Prerequisite: HIST 203 or 204 or permission of the instructor. *3 Hrs.*

HIST 397 The United States: 1920 to 1945

The domestic history of the United States from 1920 to 1945; stress placed on diverse cultural and intellectual developments with special attention to the strain of social change and the subsequent responses of the institutions and movements. Prerequisite: HIST 204 or permission of the instructor. *3 Hrs.*

HIST 398 The United States: 1945 to the Present

The domestic history of the United States during the post-World War II years; stress placed on the 1950s and 1960s and the intellectual, cultural, and social ferment from that period to the present. Prerequisite: HIST 204 or 397 or permission of the instructor. *3 Hrs.*

HIST 399 Forces of Change

An examination of various factors that act on individuals and society to produce change in the world. Climate, geography, economics, science and technology, global dynamics, culture, ideas, the individual and the masses, psychology, religion, and philosophy are some of the factors that may be discussed, utilizing readings of Toynbee, Turner, Webb, Rostow, Marx, Mumford, Forrester, Spengler, Tolstoy, James, and/or others. Prerequisite: Junior standing or permission of the instructor. *3 Hrs.*

HIST 449 Directed Readings in History

Independent investigation of a topic through a program of directed readings. There will be an interpretive paper and oral examination conducted by department members. Open to majors with a B average in history after departmental approval of the topic. *1-3 Hrs.*

HIST 450 Independent Study in History

Independent investigation of a topic through the writing of a research paper; oral examination conducted by department members. Open to majors with a B average in history after departmental approval of the topic or project. *1-3 Hrs.*

HIST 490 The Historical Approach

This senior seminar investigates the methods, assumptions, and philosophies of history by critically examining selected classics of the historical professions. Prerequisites: Junior standing or permission of the instructor. *3 Hrs.*

HIST 499 Professional Internship in History

Designed to enable students to receive training in law and politics, public administration, government and foreign service, or other such career opportunities for which history provides a background. Grading is Pass/Fail. Open only to junior and senior majors with the permission of the department. To count toward the history major at least 3 credit hours must be taken. *1-3 Hrs.*

Interdisciplinary Studies

IDST 200 Interdisciplinary Studies

An interdisciplinary course examining a major contemporary issue, often in response to student and faculty interest. Credit as elective only. *3 Hrs.*

IDST 300 Interdisciplinary Studies

An interdisciplinary course examining a major contemporary issue, offered in response to student and faculty interest. Credit as elective only. *3 Hrs.*

Languages

Courses may be offered based on demand and faculty interest. Languages that may be offered include Latin, Greek, Hebrew, Japanese, Chinese, Portuguese, Arabic, etc.

LANG 101, 102 Elementary Foreign Language

Fundamentals of grammar and phonetics, reading, writing and conversation. *3 Hrs., 3 Hrs.*

Mathematics

MATH 099 Basic Mathematics

This is a developmental mathematics course including topics generally found in high school algebra II. Credit for this course may not be used towards graduation. *3 Hrs.* (Fall, Spring, Summer)

MATH 103 Mathematics for the Liberal Arts

Systems of equations, matrices, and an introduction to linear programming. Introduction to differential and integral calculus with applications. *3 Hrs.* (Fall, Spring, Summer)

MATH 111 Precalculus

Topics will include functions and their graphs, exponential and logarithmic functions, trigonometric functions, trigonometric equations, the theory of polynomials, systems of equations, sequences, and analytic geometry. *3 Hrs.*

MATH 131 Calculus I

An integrated treatment of analytic geometry and limits, continuity of functions, introduction to differentiation with applications of extreme values, and curve sketching. Introduction to basic integration with applications, elementary transcendental functions, and an introduction to techniques of integration. Prerequisite: Mathematics 111 or consent of the mathematics department. *5 Hrs.*

MATH 206 Statistical Methods

Introduction to the concept of statistical inference with emphasis on applications using the normal, t, chi-square, and F distributions. Primarily for persons concentrating in the behavioral or social sciences. Prerequisite: MATH 103 or 111 or 131. *3 Hrs.* (Fall, Spring, Summer)

Music

MUSC 100 Introduction to Music

Study of the basic materials of music, survey of the important composers, and examination of selected masterpieces with reference to cultural background; technical knowledge of music not necessary for enrollment. *3 Hrs.*

MUSC 207 Music in America

A survey of music and musical practices in the United States from colonial times to the present, with particular emphasis on those inherent qualities which have permeated America's serious and popular music over the past three centuries. No musical background necessary. *3 Hrs.* (Fall, Spring)

PRIVATE INSTRUCTION IN APPLIED MUSIC Piano, organ, strings, voice, or other instrument. The general aim of private instruction is development of all phases of performance: technique, style, musicianship, interpretation, and repertoire. Assignments to instructors are made by the department chair, and students usually remain with the same instructor throughout the course of study.

Students registered for two credit hours per term receive sixty minutes of individual instruction per week.

Students registered for one credit hour per term receive thirty minutes of individual instruction per week.

See "Music fee" under New College tuition and fees.

May be taken Pass/No Record.

MUSC 171, 181 Private Instruction in Applied Music

One hour of daily prctice required. May be repeated for credit. (a) piano (b) organ (c) strings (d) voice (e) other *1 Hr., 1 Hr.*

MUSC 172, 182 Private Instruction in Applied Music

Two hours of daily practice required. May be repeated for credit. (a) piano (b) organ (c) strings (d) voice (e) other *2 Hrs., 2 Hrs.*

Nursing

NURS 200 Nursing as a Practice Discipline: The Self-Care Deficit Theory

This is a survey non-clinical course which focuses on the practice discipline of professional nursing within the health care delivery system. The Self-Care Deficit Theory of Nursing is explored, and its relationship to the nursing process and health requirements is examined. Conceptualization of the self-care model of nursing practice, self-awareness, communications, and value clarification will be stressed. Prerequisites: Registered nurse student or permission of instructor. *3 Hrs.* (Fall, Summer)

NURS 201 Introduction to Nursing as a Practice Discipline

This non-clinical course introduces the student to nursing as a practice discipline through examination of the Self Care Model within the framework of the nursing process. Guided laboratory experiences with healthy individuals are provided. Social / interpersonal and regulatory technologies are explored as they relate to the USCR's and DSCR's within the self-care deficit theory. Prerequisite/Corequisite: BIOL 112 or permission of the Instructor. *2 Hrs.*

NURS 202 Physical Assessment: Diagnostic Technologies for the Development of Nursing Systems

This course focuses on the development of the basic diagnostic technology of assessment as it relates to the nursing process within the SCM. Students will be introduced to the components of physical assessment that will draw heavily upon their preceding knowledge of gathering subjective data in the preparation of a nursing history. Selected experiences with essentially healthy individuals will be provided to enable students to integrate their knowledge and skill of physical assessment. Prerequisite: BIOL 112 or permission of the instructor. *3 Hrs.*

NURS 203 Introduction to Designing Nursing Systems

This clinical course focuses on the application of selected theoretical knowledge necessary to design nursing systems. Emphasis will be placed on utilization of previous knowledge of the Self Care Model and nursing process, assessment skills, and expansion of the student's knowledge of social, interpersonal, and regulatory technologies. Clinical experiences will be offered in a community hospital and/or a long-term care facility. Prerequisites: NURS 201. *3 Hrs.*

NURS 204 Pharmacology

This basic course deals with classifications, dosages, physiological actions, and responses to medication therapy. Prerequisites/Co-requisites: CHEM 102, 102L; BIOL 112. *2 Hrs.*

NURS 205 Nutrition

Students will study basic nutrition as it relates to health, health assessment, and health maintenance, as well as prevention of nutritional deviations and/or defects. Principles from both the physical and the behavioral sciences will be utilized in the study of the action, interaction and balance of nutrients in food and their relationship to health and altered health states. Prerequisites/Co-requisites: CHEM 101, 101L. *3 Hrs.*

NURS 301 Concepts Applied to the Self-Care Deficit Theory of Nursing

Students enrolled in this seminar course will begin to describe and operationalize selected concepts which are common to all aspects of the Self-Care Deficit Theory of Nursing. This course lays the foundation for the development of an orderly conceptual system which can be utilized in nursing practice. Prerequisites: NURS 200 or 201. *3 Hrs.*

NURS 302 Designing Nursing Systems with Individuals with Health Deviations

This clinical course examines individual's patterns of responses to illness situations. The designing and implementing of nursing systems with adults experiencing health deviations is emphasized. Clinical practice will be provided in a variety of settings. Nursing oriented to regulation of physiological events is stressed. Prerequisites: NURS 203, 204, 205, and full acceptance to major. Corequisite: NURS 305. *8 Hrs.*

NURS 305 Pathological Processes in Health Deviations

This (third-year) course examines structural and functional deviations or disorders which limit the individual's self-care agency. Disturbances in adaptive-mechanisms as well as in biochemical and physiological regulatory mechanisms which manifest themselves as pathological processes are explored. Prerequisites: BIOL 111, 111L, 112, 112L; CHEM 101, 101L, 102, 102L. *3 Hrs.*

NURS 307 Designing Nursing Systems with Individuals with Behavioral Health Deviations

This clinical nursing course examines the health-deviation self-care requisites related to selected behavioral health deviations through the life cycle and how these affect the person and the multi-person unit (person's family and community). Clinical practice will be provided in an acute-care facility in both in-patient and out-patient areas. Prerequisite: NURS 302. Prerequisite/Corequisite: PSYC 304. *4 Hrs.*

NURS 314 Designing Nursing Systems for Childbearing/Childrearing Families

This clinical nursing course focuses on the multiperson unit, specifically the childbearing/childrearing family. Meeting the therapeutic self-care demands of the childbearing/childrearing family will be a primary objective. Health deviation self-care requisites relating to selected health problems and their impact on the clients' self-care agency will be explored. Prerequisites: NURS 205 and 302. Prerequisite/Corequisite: PSYC 320. *3 Hrs.*

NURS 360 Topics in Nursing

This course is designed to investigate a current topic or specialized area of nursing. The topics will be announced annually and will vary from term to term. It provides the student with an opportunity to study a topic that is not offered on a regular basis in the curriculum. Prerequisite: Permission of instructor. *3 Hrs.*

NURS 400 The Scholarly Dimension of Nursing

This course focuses on the important components of the research process and those research methodologies appropriate to nursing. The student will begin to explore methods of classifying and ordering nursing phenomena, and to examine critically the major components of nursing practice in relation to research. This course serves as a foundation for NURS 450 in the spring. Prerequisite: Fourth-year standing in the nursing major or permission of instructor. Prerequisite/Corequisite: MATH 206. *3 Hrs.*

NURS 401 Management in Nursing

A basic survey of management theory with emphasis on the functional and task requirements of management, and behavioral considerations. Specific topics include the planning, organizing, and controlling functions of management; contemporary models of organizational design; motivation and performance; and group behavior and influence processes. Prerequisite: Fourth-year standing in the nursing major or permission of instructor. *3 Hrs.*

NURS 402 Designing Systems with Multiperson Units in the Community

This clinical nursing course examines the system of nursing delivery as a part of the larger health-care delivery system with emphasis on identification of health needs and encouragement of self-care and health promotion in the community. Clinical practice will be provided in a variety of community agencies with the main focus on the family and the aggregate as multiperson units. Prerequisite: Fourth-year standing in the nursing major. *6 Hrs.*

NURS 450 Directed Study in Nursing

This course involves concentrated study in nursing, whereby students are expected to synthesize and utilize their understanding of both the liberal arts and professional components of the curriculum, as they relate to the practice of professional nursing. Students are expected to summarize their study and experiences in a scholarly paper and in a formal seminar. Grading is P/F. Prerequisite: NURS 400. *2 Hrs.*

NURS 451 Designing Nursing Systems in Complex Nursing Situations

This course offers selected, concentrated study in the design of nursing systems for clients experiencing multiple and complex deficits in self-care. The student will have the opportunity to refine, broaden, and enhance his or her nursing agency and expand the scope of his or her professional nursing practice. Ultimately the student will be expected to synthesize principles and concepts from the physical, social, and behavioral sciences, and from previous nursing courses, as well as analyze new knowledge of clients experiencing multiple and complex deficits of self-care. Test fee: $25. Prerequisites: Fourth-year standing in the nursing major; NURS 401. *6 Hrs.*

NURS 452 Nursing Perspectives

Current trends and issues in professional nursing will be explored in depth. Particular attention will be given to ethical, political, legal, and economic issues affecting the nurse agent. Projections of nursing for the future will be made in light of historical bases, expanded conceptual frameworks and present social trends. Prerequisites: Fourth-year standing in the nursing major or permission of the instructor. *2 Hrs.*

NURS 460 Independent Study in Nursing

Independent investigation of a selected topic in nursing will be accomplished through a program of directed readings. An interpretive paper and oral examination are required: oral examination will be conducted by the course supervisor and other members of the department upon invitation. Open to advanced students by permission of the department. May be repeated for credit. *1-3 Hrs.*

NURS 470 Community Systems

This clinical nursing course examines the system of nursing delivery as a part of the larger health care delivery system with emphasis on identification of health needs and encouragement of self-care and health promotion in the community. Clinical practice focuses on the aggregate as a multiperson unit. (For non-BSN graduate students only.) *4 Hrs.*

Philosophy

PHIL 203 Introduction to Philosophy

Introductory study of the perennial questions of philosophy and the various methods by which philosophy has tried to answer them. *3 Hrs.*

PHIL 207 Ethics

Study of the theories and writers in moral philosophy; practical questions considered in the context of major questions of good, duty, right; consideration of problems in social ethics; and the critical analysis of contemporary moral problems. *3 Hrs.*

Physics

PHYS 101, 102 General Physics

Beginning course in physics covering the fundamental principles of mechanics, heat, sound, light, electricity and magnetism, and atomic physics. Prerequisite: Elementary algebra and plane geometry; PHYS 101 is prerequisite to PHYS 102. Three hours lecture and three hours laboratory each week. Lab fee $25. *4 Hrs., 4 Hrs.*

PHYS 200 The Search for Order in the Universe

An introductory course in which the fundamental relationships which govern the behavior of the universe are introduced. Emphasis will be placed on the discovery of scientific ideas. Topics to be discussed include the origins of western science, the scientific revolution, elementary particles and the forces of nature, the origin of the universe, black holes, and the quest for a unification of the laws of nature. Three hours lecture per week. Designed primarily for non-science majors. Prerequisite: a college level natural science laboratory course. *3 Hrs.*

Political Science

POLS 100 Introduction to Political Science

An introduction to basic concepts describing political activity, to the language and different approaches used in political science, and to the subfields of the discipline with emphasis upon comparative politics, international politics, empirical and normative political theory, public administration, and law and judicial behavior. *3 Hrs.*

POLS 201 American Politics

Political institutions and behavior; introduction to the presidency, Congress, Supreme Court, political parties and pressure groups as actors in politics; conservatism and liberalism as motivating philosophies. *3 Hrs.*

Psychology

Prerequisite: Psychology 201 is prerequisite to all other psychology courses.

PSYC 201 General Psychology

Survey of the field of psychology emphasizing the results of scientific investigations in the area of behavior. *3 Hrs.* (Fall, Spring, Summer)

PSYC 302 Psychology of Personality

Survey of selected theories of personality and principles of personality development. *3 Hrs.* (Summer)

PSYC 303 Social Psychology

Study of the behavior of the individual in society, including attitude formation and measurement, interpersonal perception, and the behavior of the individual in groups. *3 Hrs.* (Fall)

PSYC 303 Experimental Social Psychology

Application of experimental methods to problems of social psychology such as attitude change, conformity, and leadership. Special problems of research design and techniques peculiar to the area of social psychology are considered. Three hours laboratory per week. Prerequisite: PSYC 303. *1 Hr.*

PSYC 304 Abnormal Psychology

A study of the deviant individual from both the dynamic and behavioral viewpoints. The diagnosis, etiology, treatment, and prevention of maladaptive behavior are considered. *3 Hrs.* (Spring)

PSYC 305 Introduction to Counseling

An introduction to various theories of behavior change, including dynamic, behavioral, cognitive, humanistic, and existential approaches to therapy. Individual, group, and family therapies will be discussed. Prerequisite: PSYC 201 and either PSYC 302 or 304. *3 Hrs.* (alt. Fall)

PSYC 306 Experimental Methods of Psychology

Application of experimental methods to problems in perception, learning, and social behavior. Principles of research, including experimental design, uses of apparatus, and procedural and statistical control are considered. This course must be taken concurrently with PSYC 306L. Prerequisite: MATH 206. *3 Hrs.* (alt. Fall)

PSYC 306 Laboratory in Experimental Psychology

Study of techniques and procedures of psychological research and conducting of experiments in learning, perception, sensory processes, motivation, and social behavior. Three hours laboratory per week.

This course must be taken concurrently with PSYC 306. *1 Hr.* (alt.Fall)

PSYC 308 The Exceptional Child

Study of the psychological problems of children who deviate from normative patterns of growth and development. Prerequisite: PSYC 320 or permission of the instructor. *3 Hrs.*

PSYC 311 Psychological Tests

Introductory study of principles of test evaluation and interpretation and consideration of examples of the major types of psychological tests in reference to these principles. Prerequisite: MATH 206. *3 Hrs.* (Fall)

PSYC 312 Sensation and Perception

This course is an introduction to the processes by which humans receive and interpret information from the environment. Sensory coding, information processing, perceptual development, perceptual illusions, and psychophysical methods are among the topics discussed. *3 Hrs.* (alt. Spring)

PSYC 314 Psychology of Learning

Survey of empirical findings on respondent and operant conditioning, and on human verbal learning with consideration of research methods and design, critical examination of historical and contemporary learning theory. *3 Hrs.* (Spring)

PSYC 315 Laboratory in Conditioning and Learning

Conducting experiments in respondent and operant conditioning and in human verbal learning. Prerequisite or Corequisite: PSYC 314. Three hours laboratory per week. *1 Hr.*

PSYC 320 Developmental Psychology

An introduction to developmental processes from conception to old age. The emphasis in the course will be on developmental principles, theoretical views, and recent research. *3 Hrs.* (Summer)

PSYC 352 Topics in Psychology

Intensive consideration of a problem in psychology. The topic for the course will vary from term to term. May be repeated with different subtitles. Prerequisites: Sophomore status or above. *3 Hrs.*

PSYC 400 Advanced General Psychology I

A restudy and synthesis of basic psychological principles. Prerequisites: 21 hours of psychology courses and senior status. *2 Hrs.* (alt. Fall)

PSYC 401 Advanced General Psychology II

Consideration of the major areas of psychology from classical positions through contemporary viewpoints. Prerequisite/Corequisite: PSYC 400. *3 Hrs.* (alt. Spring)

PSYC 412 Physiological Psychology

Introduction to the nervous system and internal environment and their effects upon behavior. Normal and abnormal conditions discussed with respect to sensation, learning, emotion, and motivation. *3 Hrs.* (alt. Spring)

PSYC 421 Organizational Behavior

An examination of the behavioral aspects of organizations within our society. Specific topics include the interrelationships between individuals and informal and formal groups; group formation, cohesiveness, conformity, norms; interpersonal communications; conflict; authority, power and influence; leadership, motivation and performance. *3 Hrs.* (Fall, Summer) Note: Students may elect this course as BUSN 421.

PSYC 449, 450 Independent Research

Opportunity for independent investigation of topics by means of reading and/or experimentation. First term is devoted to formulating the problem, determining its method of investigation, and compiling a bibliography; second term, to collecting the data and writing a report. Prerequisites: Permission of the department; also, PSYC 449 is prerequisite to PSYC 450. *1 Hr., 3 Hrs.*

PSYC 451 Seminar in Psychology

Seminar dealing with areas of psychology not covered in the regularly scheduled courses such as personnel psychology and behavior modification. Admission by permission of instructor. May be repeated. *1-3 Hrs.*

Religion

RELG 105 Introduction to the Study of Religion

An introduction to religious thought and experience including sociology of religion, history of the Christian Church, theology, ethics, and comparative religions. *3 Hrs.* (Fall, Spring, Summer)

RELG 205 The Old Testament

Introduction to the nature of the biblical writings and to methods of Bible study. The history, literature, and faith of the people in Israel as seen in the Old Testament. *3 Hrs.* (Fall, Summer)

RELG 206 The New Testament

The history, literature, and faith of the early Christian community as seen in the New Testament. Students intending to take six hours in Bible should enroll in 205 prior to RELG 206. *3 Hrs.* (Spring, Summer)

RELG 210 Introduction to World Religions

A study of the religions of the world, including prehistoric beginnings. Study will include religions indigenous to North America, Africa, India, China, Japan and the Middle East. Major emphasis will be on Judaism, Christianity, and Islam as religions of the West; and Buddhism, Hinduism, and Taoism as religions of the East. *3 Hrs.*

Sociology

SOCI 203 Principles of Sociology

Basic concepts and principles of sociology, relationships and meaning of culture, society, personality, and interaction; analysis of group structure and social organization. *3 Hrs.* (Fall, Spring, Summer)

Spanish

SPAN 101, 102 Elementary Spanish

Presentation of basic grammatical structure with emphasis on correct oral and written use of the language; introduction to the Hispanic civilizations. SPAN 101 may fulfill distributed requirements, Area II, upon satisfactory completion of SPAN 102. *3 Hrs., 3 Hrs.* (alt. Fall, Spring)

THE GRADUATE SCHOOL

The Graduate School at Queens College provides opportunities for post-baccalaureate study and research in demanding professional programs. Graduate programs offer a stimulating and challenging scholarly community for students' maximum intellectual and personal development. The Graduate School at Queens offers the following degrees: the **Master of Business Administration** through the Evening MBA program or the Executive MBA program and the **Master of Education** with concentrations in Elementary Grades Education or Middle Grades Language Arts.

Admissions

The admissions policy of each graduate program is designed to select students of outstanding promise. Because the student body is the college's most important resource, careful attention is given to each student. Each applicant is considered on the basis of his or her individual achievements and merits.

Applications for admission to the Evening MBA or the MEd programs may be obtained by writing the Office of Admissions, Queens College, 1900 Selwyn Avenue, Charlotte, North Carolina, 28274, or by calling 704-337-2313.

Applications for admission to the Executive MBA program may be obtained by writing the Office of Executive Programs, Queens College, 1900 Selwyn Avenue, Charlotte, North Carolina, 28274 or by calling 704-337-2489.

Students must apply to and be accepted by one of the graduate programs. Students may be admitted with degree, non-degree or transient status to an individual program. Refer to the individual program for admission requirements for that program.

STUDENT STATUS In order to enroll in graduate courses, a student must be admitted to a program under one of the following classifications:

Full Graduate Status Full graduate status is accorded applicants who have met all admissions requirements, including a satisfactory undergraduate grade-point average, an acceptable aptitude-test score, and the satisfactory completion of any required preparation or prerequisite courses.

Preliminary Graduate Status Preliminary graduate status is accorded applicants who have not yet completed the required prerequisite courses or preparatory requirements. When all preliminary work is completed satisfactorily, the student will be changed to full graduate status. The student should notify the Graduate School Office when all preliminary course work has been completed.

Non-degree Graduate Status A student who wishes to take graduate courses for personal satisfaction or for teaching-certificate renewal, but who may not wish to work toward a degree, will be classified as having non-degree graduate status. To be admitted as a non-degree graduate student, an individual must complete the same admissions procedures as other graduate applicants and must meet the standards for general admission into the graduate program. Generally, a graduate student may not take more than nine hours as a non-degree student. After completion of nine hours, the student may apply for the appropriate graduate status.

Transient Status A student who wishes to take a graduate course for transfer to another institution will be classified as a transient student. Generally, a transient student is admitted for one term only. Transient students must complete an application form and submit a copy of the GMAT, GRE, or MAT score and a letter of good standing from their home institution.

ADMISSION OF UNDERGRADUATES TO GRADUATE STUDY Seniors at Queens College with a cumulative grade-point average of 3.5 or higher may enroll in a graduate course at Queens subject to written approval, prior to registration, by the department offering the course. The student's total credit hours for the semester (including the graduate course) should not exceed 18 hours and the cumulative graduate credit earned by seniors shall not exceed 9 hours.

These courses are not counted toward the 122 credit hours required for the baccalaureate degree, but can be counted toward the residency requirement. Seniors may request that these courses be included as a part of their graduate program if they are subsequently admitted to a graduate program at Queens.

This policy is applicable to seniors in both the College of Arts and Sciences and the New College. The tuition for full-time students is included in the comprehensive fee. Part-time students will be charged the graduate-program rate.

ADMISSION ON ACADEMIC PROBATION When an applicant to the program presents a marginal undergraduate record or test score, the admissions committee may admit that person on academic probation. A probationary graduate student must earn grades of B or better in each of the first two terms in which he or she is enrolled in order to be allowed to continue in the program. Failure to meet that stipulation may result in academic dismissal.

LENGTH OF ADMISSIONS ELIGIBILITY Acceptance to a graduate program will remain effective for one calendar year following the beginning of the semester for which the acceptance has been made. Individuals who wish to enter after the one-year period are required to reapply, and the subsequent admission decision will be based on the existing admission standards at the time of reapplication.

Academic Policies

ACADEMIC RESPONSIBILITY While Queens College makes every effort to advise and counsel students on their academic programs and academic requirements, it is the student who is ultimately responsible for fulfilling all requirements for a degree. To help the student enact his or her own responsibility, all academic plans and programs must be approved by the Director of the Graduate School or a designated faculty advisor.

In general, a student must fulfill the degree requirements set forth in the catalog current in the student's first term in the graduate school at Queens. Academic policies amended while a student is in courses at Queens may well be deemed to apply regardless of the policies stated in the catalog of entry. Further, curricular exigencies or other circumstances may require the college to modify degree requirements from those at entry, and that right is reserved.

THE HONOR CODE The Honor Code is part of our commitment to integrity and academic freedom. The purpose of the Honor Code is to provide the college community with an atmosphere of mutual trust among students, faculty, and administration. The code applies to all phases of life at the college and is binding on all members of the college community. A student's signature on the application for admission to the college, indicates understanding of and acceptance of the Honor Code stated below:

> As a member of the Queens College community, I do hereby resolve to uphold the Honor Code of the College and endeavor to create a spirit of integrity and honor for its own sake. I pledge truthfulness at all times, respect for the property of others, and absolute honesty in the performance of all academic work. Realizing that the Honor Code places upon me demands as well as privileges, I resolve to report any student, including myself, who may violate any of the principles of the Honor Code. I understand the Honor Code and realize that a plea of ignorance will not be accepted by the college community.

Violations of the Honor Code include, but are not limited to, cheating, lying, theft, and academic dishonesty. Suspected violations of the Honor Code should be reported to the Vice President for Academic Affairs and resolution of charges of violation will be dealt with by the Graduate School Judicial Committee. Additional information on the judicial procedure is available in the Graduate School office.

ACADEMIC ADVISING Each graduate student has an academic advisor. It is the student's responsibility to schedule advising appointments as often as necessary in order to plan a course of study for completion of the graduate program or to discuss current academic questions and problems. Contact the Graduate School office for help in reaching the advisors.

TIME LIMIT All graduate courses must be completed within five years of admission. A candidate required to take preparation courses or remedial work must finish both preparation and graduate work within seven years of admission.

REGISTRATION All students are expected to register at the time and place indicated on the schedule each term. Returning students may register by mail.

RECORD OF IMMUNIZATION North Carolina law requires that all students enrolled in classes which begin before 4:00 p.m. submit proof of certain immunizations to the college. Forms for this purpose are available in the Health Center and the Admissions Office.

TERM LOAD A full-time graduate academic load is nine credit hours per term. A student who is employed full-time should not take more than six graduate credit hours per semester or a combination of graduate and undergraduate courses of nine or more hours.

DUAL ENROLLMENT Students enrolled in graduate programs may take courses in the New College as well as the Graduate School. They may register for New College classes at the same time that they register for graduate classes as long as they meet the necessary prerequisites or any other restrictions which may apply to an individual New College class.

Students enrolled in graduate programs may, with permission, take a course in the College of Arts and Sciences, which offers courses during the day. Permission forms for dual enrollment are available in the Graduate School Office. Dual enrollees will follow the procedures, policies, and calendar of the College of Arts and Sciences and must register for these classes at the time of registration for the College of Arts and Sciences.

GRADING SYSTEM Graduation requirements are based on both the quantity and quality of the student's work. The Graduate School uses the following system of grades and grade-point values per credit hour:

Grade	Grade Points
A = Excellent	4.000
B = Satisfactory	3.000
C = Poor	2.000
F = Failing	0.000
P = Passing (B or better)	0.000

Course Status	Grade Points
I = Course work Incomplete	0.000
W = Student Withdrew	0.000
UR = Grade Unreported by Instructor	0.000

Grade-Point Average The grade-point average is used to determine eligibility for admission and eligibility for graduation. It is calculated by dividing the total number of grade points by the total number of semester hours attempted. The number of semester hours attempted includes all courses with grades of A, B, C, and F. Courses with grades or status or P, W, or I are not figured in the grade-point average.

Pass/No Record Specified courses are offered only on a Pass/No Record basis. Such specification is noted in the individual course description. Unless specified, a graduate course may not be taken on a Pass/No Record basis.

Incomplete Status A status of Incomplete (I) is given only if a student is passing the course and has justifiable reason why the work cannot be completed. The status of Incomplete may be changed within one year of the end of the term in which the status was recorded by completing the stipulated work. If the work is not completed within one year of the end of the term in which the status was recorded, the instructor or the Registrar may change the status as appropriate. No student with a status of Incomplete may receive a degree. Neither credit hours nor grade points are awarded for a course whose status is Incomplete.

When a faculty member assigns a status of I in a course for a student, he/she must complete the appropriate form in the Registrar's office.

Unreported Status The Registrar will show a status of Unreported (UR) for a course when a faculty member does not submit a grade by the appropriate deadline. The Unreported status must be replaced with an appropriate grade or other status by the faculty member within fourteen days of the end of the term. The Registrar's Office will send the student a revised grade report when the status has been changed.

DROPPING AND/OR ADDING A COURSE A course may be dropped only before the first class meeting. When a course is dropped, there is no record of that registration, and no charge is incurred for that course. A drop differs from withdrawing from a class.

Once the class has met, a student may withdraw from a course without financial penalty only if another course is added at that time. Once classes have met, a student may add a class only with the permission of the instructor. A student who drops all courses in The Graduate School in the first semester of attendance will not have matriculated into the college.

To drop or withdraw from a course a student must contact the Graduate School Office and complete the appropriate form.

WITHDRAWAL FROM A COURSE After the first class meeting in a course, a student who does not wish to continue in that course, but does not wish to add another course in its place, must withdraw from the course.

To withdraw from a course a student must contact the Graduate School office and complete the appropriate form. The student will receive a grade of W after completing the withdrawal from a course. The deadline for withdrawal from a course is published each term in the Graduate School term calendar.

The withdrawal dates for proration of tuition differ from the withdrawal deadline for a grade of W. The Business Office publishes a schedule of dates for proration of tuition in the catalog and at registration for each term.

A student who simply stops attending classes during the semester will receive a grade of F for the course.

RECORDS OF PROGRESS The college maintains records of progress on both veteran and non-veteran students. Progress records are furnished to all students at the end of each scheduled academic term.

TRANSFER OF COURSES

At Admission Generally, no more than six semester hours (two courses) of graduate work in a thirty-three hour program or 20 percent of a program may be transferred from another accredited institution. Only graduate courses with a grade of B or better will be considered for transfer credit. Courses considered for transfer credit must have been completed within the three years immediately preceding admission into a Queens College graduate program. Granting of transfer credit is dependent upon the specific course under consideration, which will be evaluated in terms of content, level, and equivalency of the courses in the graduate program.

After Admission After a student has been admitted to a graduate program, he or she must request prior approval from the advisor or Director of the Graduate School to receive credit for transferred courses. Normally, graduate students may take courses at another accredited institution for transfer to Queens only if the courses are equivalent to or supplemental to those offered in the graduate programs. Courses are accepted for transfer only with prior permissions and only those with a grade of B or better. Ordinarily no more then six hours of graduate credit are accepted in transfer work. An official transcript of work done at another institution must be sent to the Registrar for any course to be taken at another institution. Any grade received from another institution will not be figured in the Queens grade-point average.

STUDENT QUALIFICATIONS The faculty has established standards of satisfactory academic progress which are administered by its Graduate Student Qualifications Committee. At the end of each term this committee reviews the academic record of each student in academic difficulty.

Academic Probation and Dismissal A student who earns an F in any graduate or prerequisite course will be subject to dismissal from the college.

A student will be placed on probation if he or she earns a grade below B in a prerequisite course, a grade of C in two or more graduate courses, or if the student's grade-point average in graduate courses falls below 3.0.

The records of students placed on academic probation will be reviewed by the committee at the end of the subsequent term. To be removed from probation, the students's cumulative record in graduate courses must be at least 3.00 and the student must not have more than two grades below B on the academic record. If a student cannot be removed from probation, he or she is subject to academic dismissal from the college.

Students admitted on academic probation (see page 80) must earn grades of B or better in all courses undertaken in the first two terms in order to be removed from probation and thus allowed to continue in the program.

Readmission to Graduate School A student dismissed from the Graduate School may apply for readmission after an absence of at least one term. A readmission application must be submitted to the Office of Graduate Admissions along with a personal statement concerning the student's goals and accomplishments since leaving Queens and expectations of future success at Queens. The application will be submitted to the Graduate Student Qualifications Committee for action. A student readmitted to the graduate school following academic dismissal is normally placed on academic probation for the first six hours of coursework.

GRADUATION REQUIREMENTS A student may receive a graduate degree only after meeting all of his or her program requirements and completing that program's required course work with a grade-point average of 3.0 or better in the graduate courses. No more than six extra hours (two courses) may be taken for the purpose of increasing the student's grade-point average to the required level. No course with an assigned grade below C may apply toward degree requirements.

DECLARATION OF INTENT TO GRADUATE It is the student's responsibility to be aware of progress toward the degree, and to file a completed Intent to Graduate form in the Graduate School office no later then the first day of class in the term in which degree requirements will be completed.

Commencement exercises are held in May of each year for all graduates who have completed degree requirements in the previous summer and fall terms, and in the current spring term.

WITHDRAWAL FROM THE COLLEGE

1. By the Student

A student who wishes to withdraw from the college should notify the Graduate School office and complete the appropriate form. Upon withdrawal from the college all grades in progress will be recorded as W. A student who simply stops attending classes will receive a grade of F for all courses.

2. By the College

If a student does not register for a course for two consecutive terms, the student will be administratively withdrawn from the college and considered an inactive student.

The college reserves the right to require at any time the withdrawal of a student whose conduct or academic work is not considered satisfactory.

READMISSION OF GRADUATE STUDENTS Inactive students who were in good standing who wish to re-enroll must do the following:

1. Former students who have not enrolled elsewhere since leaving Queens and are in good academic standing, are required only to submit an application.
2. Former students who have attended another college since leaving Queens must submit transcripts from all colleges attended and an application.

LEAVE OF ABSENCE A graduate student may be granted a leave of absence for a number of terms not to exceed one calendar year. A request for a leave of absence should be sent in writing to the Director of the Graduate School. If the student returns on the agreed-upon date, he or she will reenter the program with the same status as held at the time the leave commenced. Students who do not obtain a formal leave of absence shall be considered withdrawn from the college and will have to re-apply to gain readmission.

VARIATIONS IN DEGREE REQUIREMENTS Any change in degree requirements must be approved by the Graduate Student Qualifications Committee.

GRADUATE DEGREE PROGRAMS

Master of Business Administration

THE EVENING MASTER OF BUSINESS ADMINISTRATION PROGRAM The evening Master of Business Administration program prepares students to become knowledgeable and effective general managers and administrators with high standards of ethical and social responsibility. The curriculum stresses the interaction of the functional areas of business within the broader social and governmental context.

The curriculum includes a high proportion of specifically required courses to ensure exposure to essential techniques, experiences and information for today's manager. The Queens course of study offers a common core of managerial skills and required competencies in the functional areas of business.

Admission In order to be considered for admission to the evening Master of Business Administration program, a student must:

1. Hold a baccalaureate degree from an accredited institution.
2. Submit a completed Graduate School application form, including the non-refundable $20 application fee.
3. Submit official transcript(s) of all previous academic work beyond high school. All transcripts must be sent directly from each institution attended to the Office of Admissions at Queens. It is the student's responsibility to have all transcripts sent to Queens College.
4. Have a cumulative grade-point average generally of at least 2.5 or better on a 4.0 scale on all post-secondary academic course work. The grade-point average on all major courses and courses required for preparation for the area of proposed graduate study should be 3.0 or better on a 4.0 scale.
5. Provide the Admissions Office two letters of reference.
6. Submit satisfactory scores on the Graduate Management Admissions Test. The test is to have been taken within the last five years.
7. Applicants from non-English speaking countries must also submit the following documents:
    a. a test score of 550 or higher on the Test of English as a Foreign Language (TOEFL) examination. Information and registration forms are available from TOEFL Programs, ETS, Princeton, New Jersey 08540.

b. Certified English translation of all prior academic records for work which corresponds to the bachelor's degree in the United States.

c. Bank statements stating the funds, in U.S. currency, available for the student's education. Because there are no federal or state financial aid resources for foreign students, the student and his or her family should be prepared to bear all expenses involved in obtaining an education in the United States.

Degree Requirements The degree requirements include a total of eleven three-hour graduate courses (33 credit hours). Nine courses are specifically required, while the remaining two are electives. GBUS 550, Business Policy and Society, the capstone course, is the final required course in the program.

Prerequisites The content of the program is based on the assumption that students have completed the prerequisite courses. The student should be able to provide evidence of adequate preparation in economics, accounting, statistics, mathematics, computer skills, communications skills, and the functional areas of business administration. The student may be required to take up to 27 hours in specified preparation courses to ensure an adequate foundation:

BCIS 110 Fundamentals of Microcomputers
GECO 501 Survey of Economics, or ECON 203 and 204
GBUS 502 Survey of Accounting, or BUSN 207 and 208
GBUS 503 Survey of Marketing and Management, or BUSN 333 and 340
GBUS 504 Survey of Corporate Finance and Statistics, or BUSN 360 and MATH 206

Some prerequisites may be waived, or substitutions approved, based upon an evaluation of transcripts, professional and work experience, satisfactory scores on approved subject level tests of the College Level Examination Program (CLEP), or satisfactory scores on validation exams administered by the college.

Required Courses for the MBA

GECO 515 Macroeconomic Theory
GECO 516 Economics of the Firm
GBUS 510 Organizational Behavior
GBUS 512 Legal and Regulatory Environment
GBUS 520 Managerial and Financial Accounting
GBUS 521 Financial Management
GBUS 530 Marketing Strategy
GBUS 535 Quantitative Methods
GBUS 550 Business Policy and Society
Two Electives

Suggested Course Sequence for the MBA Program The following courses are recommended to begin the MBA program:

GECO 515 Macroeconomic Theory
GECO 516 Economics of the Firm
GBUS 520 Financial Accounting
GBUS 535 Quantitative Methods

These courses may be taken in any order, and they are the best foundation to prepare the student for the remainder of the MBA program.

Students should not take an elective until they have completed at least half of the program.

GBUS 550 Business Policy must be taken after all other required courses are completed. It may be scheduled with an elective, but it may NOT be taken with any other required course.

Refer to the course descriptions for other details and prerequisites.

Proposed Schedules for the MBA Program Required courses ordinarily are offered on a rotating basis through Fall, Spring, and Summer Terms. Two electives and GBUS 550 are offered each semester.

The following are proposed schedules for the next two academic years. The class schedule for a given term is subject to additions and cancellations. Please check the most recent schedule prior to registration to insure accurate information.

Fall Term 1991
GECO 515 Macroeconomic Theory
GBUS 512 Legal and Regulatory
GBUS 530 Marketing Strategy
GBUS 535 Quantitative Methods
GBUS 550 Business Policy
Elective
Elective

Spring Term 1992
GECO 516 Economics of the Firm
GBUS 510 Organizational Behavior
GBUS 520 Financial Accounting
GBUS 521 Financial Management
GBUS 550 Business Policy
Elective
Elective

Summer Term 1992
GECO 515 Macroeconomic Theory
GBUS 512 Legal and Regulatory
GBUS 530 Marketing Strategy
GBUS 535 Quantitative Methods
GBUS 550 Business Policy
Elective
Elective

Fall Term 1992
GECO 516 Economics of the Firm
GBUS 510 Organizational Behavior
GBUS 520 Financial Accounting
GBUS 521 Financial Management
GBUS 550 Business Policy
Elective
Elective

Spring Term 1993
GECO 515 Macroeconomic Theory
GBUS 512 Legal and Regulatory
GBUS 530 Marketing Strategy
GBUS 535 Quantitative Methods
GBUS 550 Business Policy
Elective
Elective

Summer Term 1993
GECO 516 Economics of the Firm
GBUS 510 Organizational Behavior
GBUS 520 Financial Accounting
GBUS 521 Financial Management
GBUS 550 Business Policy
Elective
Elective

THE EXECUTIVE MASTER OF BUSINESS ADMINISTRATION The Executive Master of Business Administration program provides an opportunity for middle- and upper-level management to develop the skills and attitudes requisite to effective management careers. This program takes as its mission the creation and maintenance of a controlled interdisciplinary learning environment in which individual growth and development can occur.

Admission The applicant for admission to the EMBA program must have demonstrated success in business and significant managerial potential. Interested students should contact the Executive Programs Office in the Dana Building or call the Director of Executive Programs at 337-2489 for more information.

Degree Requirements The program is offered in a two-year sequence of courses meeting all day on alternating Fridays and Saturdays during the academic year. There are two summer projects as well which can include an opportunity for evaluating management styles in European and Asian businesses. The curriculum is the equivalent of 60 credit hours including prerequisites.

The EMBA program is a highly structured curriculum. All students must take each class, no electives are offered, and no substitutes are permitted.

Academic Policies for the Executive MBA Program

Registration All students are expected to register with the Executive Programs Office each term at the time and place announced.

Evaluation System Graduation requirements are based on the satisfactory completion of all courses of study outlined within the structured curriculum. No electives are offered and no substitutes are permitted.

Because of the interdependencies of each class to the others in this highly structured program, the student receives a single evaluation for each of the six terms included in the two-year course of study. The grade assigned to a student's work in a given term is determined on the basis of examinations, reports, case presentations, class participation and project work, and is the result of a joint decision of the entire Executive MBA Program faculty. The Executive MBA Faculty will issue an assessment of the student's performance for inclusion on the student's transcript.

Incompletes A student may be granted an Incomplete status (I) for an entire term's work due to extreme circumstances beyond the student's control. An Incomplete status automatically becomes a grade of F if the student fails to make up incomplete work satisfactorily within 30 days of the completion of the term for which the student's work has been deemed incomplete, unless the student (a) withdraws from the program, or (b) is granted a leave of absence. Should the student be granted a leave of absence, all incomplete work must be satisfactorily completed at least 30 days in advance of the student's return to the program.

Withdrawal from the Program A student who wishes to withdraw from the program should notify the Executive Programs Office and complete the appropriate form. Upon withdrawal from the program, the grade for the term in progress will be recorded as W (Withdrawal). A student who simply stops attending classes (i.e. four weeks consecutively) will be administratively withdrawn from the program.

Administrative Withdrawal If a student fails to register for a term while still a degree candidate in the Executive MBA Program, the student will be administratively withdrawn from the program. The only exception to this is a student who has been granted a formal leave of absence. A student who simply stops attending classes (i.e., four weeks consecutively) will be administratively withdrawn from the program. Any administratively withdrawn student must contact the Executive Programs Office to be readmitted.

Queens College reserves the right to require at any time the withdrawal of a student whose conduct or academic work is not considered satisfactory.

Eligibility To Continue The graduate faculty of Queens College determines the academic standards which are administered by the Graduate Student Qualifications Committee. This committee reviews each case of academic difficulty to determine the appropriate action and academic status for the graduate student.

Continuation in the Executive MBA Program is based on the qualitative recommendation of the program faculty based on the student's individual performance as outlined under "Evaluation Systems." Should the program faculty evaluate a student's performance as unacceptable, the faculty will refer the evaluation to the Graduate Student Qualifications Committee with a recommendation that the student be place on academic probation. A student on academic probation will be reviewed by the entire program faculty by the end of the subsequent term. Removal from probation is approved by the Graduate Student Qualifications Committee on the recommendation of the program faculty.

If a student does not receive a recommendation from the program faculty for removal from probation, the student will be subject to dismissal from the program.

Transfer Regulations No courses outside of those offered by the Queens College Executive MBA Program will be considered for transfer credit. Should a student withdraw from the program and wish to transfer his or her completed course progress to another institution, a credit-hour description of the student's completed course work can be made available through the Executive Programs Office.

Leave of Absence An Executive MBA student can be granted a leave of absence for one calendar year only. A request for a leave of absence should be sent in writing to the Vice President For Academic Affairs with a copy to the Executive Programs Office. If the student returns on the agreed-upon date, he or she will reenter the program with the same status as held at the time the leave commenced. Students who do not obtain a formal leave of absence will be considered withdrawn from the program and will have to reapply to gain admission.

Time Limit The Executive MBA Program must be completed within five years of the student's first day of classes.

Graduation Requirements A student may graduate from the Executive MBA Program only after fulfilling all special project assignments, customized course selections, and the entire two-year sequence of structured courses and project work.

Variations in Degree Requirements Any change in degree requirements must be approved by the Graduate Student Qualifications Committee.

Record of Immunization North Carolina law requires students who matriculate for a class which begins before 4:00 p.m., including weekend classes, to present valid certificates of immunization to the college at or prior to matriculation unless the student is exempt from the law. An Executive MBA student will be exempt from this law if an exemption is granted for medical reasons or for religious reasons.

Executive MBA students will be enrolled in classes that begin before 4:00 p.m. on weekdays and weekends, and therefore need to furnish proof of immunization. Contact current or past physicians to get proof of immunization.

Immunization Requirements For students born in 1957 or later (and who are at least 18 years of age):

- 3 DPT or Td doses (or a single Td booster) within the last 10 years;
- 1 measles (Rubeola) immunization on or after the first birthday; and
- 1 Rubella (German Measles) immunization.

For students born prior to 1957:

- 3 DPT or Td doses (or a single Td booster) within the last 10 years;
- 1 Rubella (German Measles) immunization (Not required for students 50 years of age or older.)

Any student who does not present valid proof of immunization or exemption must be immunized during the initial 30 days of the

January term. Students who fail to comply will not be allowed to continue to attend classes.

Forms which students may provide their physicians to certify immunization are available in the Health Center. Students may also call the Health Center at 337-2220 to schedule an appointment for immunizations, or to receive further information.

EMBA Curriculum

EMBA 6001 Segment I—Analysis and Decision

Segment I provides an orientation to the program and to the use of conceptual frameworks and analytical tools in management. By the end of the segment, students will be familiar with basic analytical concepts and will have a general understanding of the application of such concepts to concrete problem-solving and decision-making. The segment includes Relevant Costs and Financial Accounting, Tradeoff and Process Analysis, Consumer Behavior and Market Segmentation, Interpersonal and Social Behavior, Decision Structure and Probability Assessment, and Written and Oral Communication. *15 Hrs.*

EMBA 6002 Segment II—International Experience or Team Community Project

In Segment II students choose to participate in either a team community project which addresses a managerial problem within a not-for-profit organization or a hands-on exploration of the business environment of Europe or Asia. *8 Hrs.*

EMBA 6003 Segment III—Anatomy of the Enterprise

Segment III develops a fundamental understanding of organizational structure and operation. The segment further develops the use of conceptual frameworks and investigates the integrated nature of the firm by examining the interrelated flow of cost, funds, materials, and products. The segment includes Cost Accounting, Current Operations, Working Capital Management, Forecasting Models and Regression Analysis, Materials Management and Capacity Planning, Distribution, Sales Management and Product Policy, Organizational Behavior and Organization Design, and Written and Oral Communication. *15 Hrs.*

EMBA 6004 Segment IV—Control and Development of the Enterprise

In Segment IV the examination of control and development of the enterprise will build on the integrated focus initiated in previous segments, seriously advance the larger concept of rationalizing, controlling, and developing the integrated organization's activities, and begin to develop the strategic relation of the enterprise to its turbulent environment. The segment will include Capital Budgeting and Investments, New

Technology Management and Operating Strategies, Marketing Communication, Pricing and Marketing Strategy, Leadership, Income and Product Flows, Money and Banking, Strategy Formulation Processes, Management Information Systems, Written and Oral Communication. *15 Hrs.*

EMBA 6005 Segment V—Sponsor Project

In Segment V individual projects designed and approved by the student, sponsoring organization, and program advisor allow participants an opportunity to apply their learning experience to a current management problem with corporation-wide implications. Students will present written and oral presentations of their analyses and recommendations. *8 Hrs.*

EMBA 6006 Segment VI—Strategic Management in a Turbulent and Competitive Environment

Segment VI extends the concept of controlling and directing the enterprise into the relationship between the organization's internal environment and its highly competitive and rapidly changing external environment. The segment includes Budgeting, Responsibility Accounting and Control, Capital Structure and Financial Strategy, Capital Markets and Environmental Strategies, Competitive Decision and Negotiation and Bargaining, Implementation of Strategic Decisions, and Written and Oral Communication. *15 Hrs.*

Master of Education

The Master of Education degree prepares classroom teachers in grades kindergarten through nine to meet the ever-increasing challenges facing them. The graduate education programs are dedicated to quality education for all students, knowing that the future of America depends on what happens in today's classrooms.

The Master of Education programs build on and extend the foundation of undergraduate teacher education. The students pursue their teaching specialty in depth. They wed current educational research with practical classroom application, and they study advanced developmental psychology and learning theory appropriate to the age and developmental stages of their students.

Graduate certification has been approved by the North Carolina Department of Public Instruction for those completing these degree programs.

ADMISSION In order to be considered for admission to the Master of Education program, a student must:

1. Hold a baccalaureate degree from an accredited institution.
2. Submit a completed Graduate School application form, including the non-refundable $20 application fee.
3. Submit official transcript(s) of all previous academic work beyond high school. All transcripts must be sent directly

from each institution attended to the Admissions Office at Queens. It is the student's responsibility to have all transcripts sent to Queens College.

4. Have a cumulative grade-point average of at least 2.5 or better on a 4.0 scale on all post-secondary academic course work. The grade-point average on all major courses or courses required for preparation for the area of proposed graduate study should be 3.0 or better on a 4.0 scale.
5. Provide the Admissions Office two letters of reference.
6. Submit satisfactory scores on either the Graduate Record Examination or the Miller Analogy Test.
7. Hold a North Carolina "A" Certificate or the equivalent. An MEd applicant who does not hold a North Carolina "A" certificate or the equivalent may apply for admission with preliminary or non-degree graduate status only.

   A program can be designed with the MEd advisor to fulfill "A" certification requirements. Most of the required courses for a teaching certificate are offered only in the College of Arts and Sciences at the undergraduate level. A student is expected to complete a minimum of twelve credit hours successfully at Queens College before undertaking student teaching.

   For further information pertaining to student teaching, contact the Director of Teacher Education Programs.
8. Applicants from non-English-speaking countries must also submit the following documents:
   a. a test score of 550 or higher on the Test of English as a Foreign Language (TOEFL) examination. Information and registration forms are available from TOEFL Programs, ETS, Princeton, New Jersey 08540.
   b. Certified English translation of all prior academic records for work which corresponds to the bachelor's degree in the United States.
   c. Bank statements stating the funds, in U.S. currency, available for the student's education. Because there are no federal or state financial aid resources for foreign students, the student and his or her family should be prepared to bear all expenses involved in obtaining an education in the United States.

DEGREE REQUIREMENTS Any preparatory requirements must have been met. Each degree candidate must complete the course requirements for either an Elementary Grades Education program or a Middle Grades Education program. Both degree programs consist of 36 hours of graduate credit (12 courses).

A comprehensive oral examination is given by the student's advisor or major concentration professor and one additional faculty member of the student's choice.

A student who is seeking a master's degree, inclusive of G-level certification in an area or grade level other than that of initial certification or teaching experience, will, in consultation with the advisor, plan an appropriate internship.

The programs are structured so that a student may complete the degree within two calendar years.

ELEMENTARY EDUCATION PROGRAM The Master of Education Elementary Education Program is designed to assure competency in the curriculum areas necessary for teaching grades kindergarten through six. The program is competency-based to allow flexibility.

Required courses are:

GEDU 501	Psychology of Learning
GEDU 502	Advanced Developmental Psychology
GEDU 503	Educational Research and Evaluation
GEDU 513	Foundations of Mathematics
GEDU 522	Teaching Writing: Process Approach
GEDU 524	Diagnosis and Correction of Reading Difficulties
GEDU 527	Reading and Language Arts in the Elementary School
GEDU 539	Practicum in Teaching Elementary Education
GEDU 595	Models of Teaching
GEDU 599	Seminar in Curriculum and Instruction

In addition, two courses are to be elected or prescribed in accordance with the student's needs and interests to ensure compliance with certification competencies.

MIDDLE GRADES LANGUAGE ARTS PROGRAM The Middle Grades program is designed for grades six through nine to bridge the general elementary educational experience and the more highly specialized secondary curriculum. The Language Arts concentration encompasses all aspects of mastering language at the middle-school level. From a sound theoretical base, teachers will learn new and more effective ways to develop the students' reading and writing proficiency.

Required courses are:

GEDU 501	Psychology of Learning
GEDU 502	Advanced Developmental Psychology
GEDU 503	Educational Research and Evaluation
GEDU 529	Practicum in Teaching Language Arts
GEDU 595	Models of Teaching
GEDU 599	Seminar in Curriculum and Instruction

and four of the following:

GEDU 522	Teaching Writing: Process Approach
GEDU 523	Studies in Linguistics
GEDU 524	Diagnosis and Correction of Reading Difficulties
GEDU 526	Adolescent Literature
GEDU 528	Content Area Reading

In addition, two courses are to be elected or prescribed in accordance with the student's needs and interests to ensure compliance with certification competencies.

PROPOSED SCHEDULES The following are proposed schedules. The class schedule for a given term is subject to additions and cancellations. Please check the most recent term schedule to insure accurate information.

Fall Term 1991
GEDU 503 Research and Evaluation
GEDU 524 Diagnosis and Correction of Reading Difficulties
GEDU 595 Models of Teaching

Spring Term 1992
GEDU 501 Psychology of Learning
GEDU 526 Adolescent Literature
GEDU 527 Reading and Language Arts in Elementary School
GEDU 529 Practicum in Teaching Language Arts
GEDU 539 Practicum in Teaching Elementary Education

Summer Term 1992
GEDU 502 Advanced Developmental Psychology
GEDU 514 Introduction to Computing for Teachers
GEDU 533 Methods for Teaching Science
GEDU 599 Seminar in Curriculum and Instruction

Fall Term 1992
GEDU 503 Research and Evaluation
GEDU 522 Teaching Writing: Process Approach
GEDU 524 Diagnosis and Correction of Reading Difficulties

Spring Term 1993
GEDU 501 Psychology of Learning
GEDU 513 Foundations of Mathematics
GEDU 528 Content Area Reading
GEDU 529 Practicum in Teaching Language Arts
GEDU 539 Practicum in Teaching Elementary Education

Summer Term 1993
GEDU 502 Advanced Developmental Psychology
GEDU 504 Social Studies for Teachers
GEDU 570 Educational Testing
GEDU 599 Seminar in Curriculum and Instruction

SUGGESTED COURSE SEQUENCE Students may begin the Master of Education program at any term, spring, summer or fall. A sequence of courses can be developed for individual students by the MEd Advisor. Note that it is recommended that GEDU 503 Educational Research and Evaluation be taken the first term it is offered after entry into the program.

Contact the Admissions Office or the Graduate School Office for a copy of the suggested sequences which have been outlined for the convenience of the student.

GRADUATE COURSES OF INSTRUCTION

Business Administration

GBUS 502 Survey of Accounting

This survey introduces accounting principles, including transaction analysis, preparation of accounting records; income-statement analysis; balance-sheet analysis; use of accounting information in managerial problem-solving. Designed solely as an MBA prerequisite course. This course may not be used as credit toward an undergraduate degree. Graded on a Pass/No Record basis. Pass = B or better. Prerequisites: A bachelor's degree. *3 Hrs.*

GBUS 503 Survey of Marketing and Management

This course introduces selected topics from marketing management and the principles of general management. The marketing topics are related to the planning, coordination, and evaluation of product design, promotion, distribution, and communication activities in modern corporations. The general management topics emphasize strategic planning and the coordination of human resources. This course is designed solely as an MBA prerequisite course. It may not be used as credit toward an undergraduate degree. Graded on a Pass/No Record basis. Pass = B or better. Prerequisite: A bachelor's degree. *3 Hrs.*

GBUS 504 Survey of Finance and Statistics

This course introduces the basic concepts, principles and analytical techniques in financial management. Topics include formulating financial objectives, short-term financial analysis, financial forecasting and planning, elementary capital budgeting and cost of capital, and the nature of long-term sources of funds. Analysis of risk in financial decisions includes probability distributions, statistical inference and introduction to regression and correlation. This course is designed solely as an MBA prerequisite course. It may not be used as credit toward an undergraduate degree. Graded on a Pass/No Record basis. Pass = B or better. Prerequisite: A bachelor's degree. *3 Hrs.*

GBUS 505 Financial Management for Non-Profit Organizations

The focus of this course is financial decision-making in not-for-profit health-care institutions. Topics include budgeting and financial control, relationships with financial markets, and legal issues pertaining to health-care financing and management. *3 Hrs.*

GBUS 510 Organizational Behavior

A study of organizations and their environment as well as the social and psychological foundations necessary for understanding human behavior within complex organizations are included in this course. Topics covered include group and inter-group behavior, leadership styles, organizational structures, and the decision-making process. Prerequisite: BUSN 333 or GBUS 503. *3 Hrs.*

GBUS 511 Written and Oral Communications for the Professional

This course is designed to increase and maximize communication ability and skills required for the professional manager. It includes instruction in written and oral presentations and reports as well as extensive practice in both mediums, including oral presentations and at least two 500 word papers. Where possible, speakers from business and industry will be invited to discuss problems encountered in management and executive-level communications. *3 Hrs.*

GBUS 512 Legal and Regulatory Environment

This survey course encompasses a study of the statutes and regulations that govern interactions among businesses as well as the relationship of business to governmental bodies and consumers. Some of the topics covered include contracts, agency, partnerships, corporations, property, sales, commercial paper, bankruptcy, anti-trust, and government regulation of business.
Suggested prerequisite: BUSN 305. *3 Hrs.*

GBUS 518 International Business

The major characteristics, motivations, interactions and structural realities of the international business environment are explored via the functional areas of business. A global framework is developed within which the firm can operate efficiently across national boundaries. Prerequisite: GECO 515. *3 Hrs.*

GBUS 520 Managerial and Financial Accounting

This course examines the ways in which accounting enables managers to operate effectively through the use of analysis and information as the foundation for managerial decision-making. Topics include an analysis of corporate annual reports, cost-volume-profit relationships, cost behavior patterns, flexible budgets and standards for control, relevant costs, capital budgeting, and the impact of taxes on management planning. Prerequisites: BUSN 207 and 208 or GBUS 502. May not be taken concurrently with GBUS 521. *3 Hrs.*

GBUS 521 Financial Management

This course examines the financial function and how it relates to other functions of the business firm including how financial decisions can further the basic enterprise's goal of wealth maximization. The student will explore in depth controversial conceptual problems. This course focuses on the various concepts for manager decision-making under uncertainty, optimum financial structure, cost of capital, and asset management. Prerequisites: BUSN 360 and GBUS 520. May not be taken concurrently with GBUS 520. *3 Hrs.*

GBUS 525 Specialized Topics in Business

Topics will be announced for each term offered. Possible offerings include: International Economics, New Venture Strategies, Organizational Development, and Strategic Planning. May be repeated with different subtitles for a total of no more then nine credit hours toward the MBA degree. *3 Hrs.*

GBUS 526 Products Liability and Professional Negligence

Products liability is a major concern for manufacturing concerns of all kinds. Professional negligence is of continuing interest to engineers, accountants, managers and other professionals. Focusing on social and strategy implications, this case course will examine negligence, strict liability, and contract/warranty causes of action, the "insurance crisis," the standard of care concept, product design and manufacture problems, and product warnings, as well as strategy options for facing a litigation-happy environment. Prerequisite: GBUS 512. *3 Hrs.*

GBUS 527 Business Society and Ethics

This course investigates the relationship between business and its environment. Cases examine social responsibility as a strategy and highlight the interests of "stakeholders"—shareholders, employees, customers, government, society and others—within a legal and ethical framework. The course is based on the assumption that the students have completed at least half of the required courses in the MBA program. *3 Hrs.*

GBUS 530 Marketing Strategy

This course is designed to acquaint the student with techniques in defining a target market and specifying a marketing mix to satisfy that target. The main point of emphasis is that marketing is a total system of business action rather than a fragmented assortment of functions and institutions. The structure of the course is the case approach, which requires the student to use principles of marketing in the analysis of business problems. Prerequisite: BUSN 340 or GBUS 503. *3 Hrs.*

GBUS 535 Quantitative Methods

This course develops a generalized framework useful in investigating all types of decision problems. The study includes various quantitative methods appropriate to an analysis of these types of problems. Methods include decision trees, linear programming, transportation and assignment problems, inventory control, queuing theory, simulation, PERT-CPM, and game theory. Prerequisites: MATH 206 or GBUS 504. *3 Hrs.*

GBUS 536 Production Management

This course is designed to teach the student to manage the operating systems of organizations. Course topics include process selection, facilities planning, operations planning, operations control, and technological changes. Prerequisites: MATH 206 and GBUS 535. *3 Hrs.*

GBUS 540 Research in Business

This course requires the execution of a research project in an area related to the content of the MBA program. An outline of the proposed research project must be completed and approved before a student may register for the course. Prerequisites: Prior permission of the instructor and of the Division Chair. *3 Hrs.*

GBUS 545 Investment Analysis and Portfolio Management

This course includes the study of capital market theory, the balance between risk and return, rates of return required by investors and the study of betas in the capital asset pricing model, all examined from the viewpoint of the private investor. Prerequisite: GBUS 521. *3 Hrs.*

GBUS 550 Business Policy and Society

The emphasis of the course is on the strategic planning necessary for an organization to define and achieve its overall objectives. Cases include problems in which economic, moral, personal, social, and political factors are involved. A major theoretical or practical project is required. The final exam of the course is comprehensive and is designed to evaluate overall synthesis of content of the Master of Business Administration 11-course sequence. The capstone course may not be transferred from another institution. Prerequisites: All required Master of Business Administration courses. *3 Hrs.*

GBUS 592 Independent Study

This course requires independent reading and investigation of literature relevant to a specific topic or area of business. Students must complete and have approved a proposal for an Independent Study on a form available in the Graduate School Office, prior to registration for this course. This course may be repeated for a maximum of six credit hours. *1, 2, 3 Hrs.*

Economics

GECO 501 Survey of Economics

This introductory survey of the principles of macroeconomics and microeconomics includes national income theory, banking and money, markets and price theory, production and factor markets, income distribution, and international trade. Designed solely as an MBA prerequisite course. It may not be used as credit toward an undergraduate degree. Graded on a Pass/No Record basis. Pass = B or better. Prerequisite: A bachelor's degree. *3 Hrs.*

GECO 515 Macroeconomic Theory

This study of how goods and services are produced and distributed includes an examination of economic policy and an analysis of how it affects the performance of the economic system. This course will explore the topics of national income and employment; market, the price system, and the allocation of resources; the distribution of income; the public sector; and the international economy. Prerequisites: ECON 203 or GECO 501. *3 Hrs.*

GECO 516 Economics of the Firm

The application of microeconomic theory to managerial decision-making seeks to answer basic resource-allocation questions. The course is designed to provide the student with an ability to view resource-allocation problems within a constrained optimization framework. Included are price and output decisions of the firm under various market conditions such as pure competition, monopoly, oligopoly, and monopolistic competition. Prerequisites: ECON 204 or GECO 501. *3 Hrs.*

Education

GEDU 501 Psychology of Learning

Investigation of various processes and principles of learning and their application to the teaching-learning situation are included in this course. Focus will be on classical, operant and cognitive learning. *3 Hrs.*

GEDU 502 Advanced Developmental Psychology

This is a study of theoretical and experimental literature related to the personal, social, cognitive, and physical aspects of development with special emphasis on the elementary and middle school-aged child. *3 Hrs.*

GEDU 503 Educational Research and Evaluation

This course considers the various techniques used in educational research. Emphasis will be placed upon critical analysis of research designs, statistical procedures, and interpretation of the data. GEDU 503 should be taken during the first term in which it is offered after entry in the program. *3 Hrs.*

GEDU 513 Foundations of Mathematics

While studying the development of the number system in parallel with a child's cognitive development, this course stresses the "hands-on" approach to mathematics with applications from the sciences and related areas. *3 Hrs.*

GEDU 514 Introduction to Computing for Teachers

This is an introduction to computers and how they work. A survey of computer applications in society and the "classic" applications of computers in education. Students will be introduced to LOGO and receive some instruction in reading programs. *3 Hrs.*

GEDU 515 Foundations of American Education

This course is a survey of educational thought from a social and historical perspective with particular emphasis on educational theory and practice in the United States during the twentieth century. *3 Hrs.*

GEDU 522 Teaching Writing: Process Approach

This study of the interrelationship of the language arts emphasizes developing competencies and confidence in communication skills, particularly composition. *3 Hrs.*

GEDU 523 Studies in Linguistics

This course studies the main tenets of structural linguistics and transformational grammar with some attention to the relation between linguistic theories and older theories about language. *3 Hrs.*

GEDU 524 Diagnosis and Correction of Reading Difficulties

This course examines the cause and diagnosis of reading difficulties and methods and materials of instruction. Practical application with individuals or small groups will be required. *3 Hrs.*

GEDU 526 Adolescent Literature

This study of the literature for adolescents emphasizes intermediate- and middle-school-grade materials. Consideration will be given to genres and sub-genres; background and development; appropriateness to cognitive, emotional and psychological development; selection of works and incorporation into the classroom. *3 Hrs.*

GEDU 527 Reading and Language Arts in the Elementary School

This course includes achievement of competencies in the use of materials and methods of instruction in the teaching of reading and language arts K-6. Emphasis is placed on the reading process, development of a literature approach for teaching reading and language arts, and the integration and interrelationship of all the language arts. *3 Hrs.*

GEDU 528 Content-Area Reading

This is a study of the reading process and its relationship to language, learning and thought. Emphasis will be placed on content-specific vocabulary, study skills and reading strategies to be implemented in the upper elementary and middle grades. *3 Hrs.*

GEDU 529 Practicum in Teaching Language Arts

This course is designed to be the culminating course for students concentrating in language arts. Students will develop a major independent practicum project that will draw on the content and theoretical aspects of completed coursework and allow this to be translated into practical classroom application. *3 Hrs.*

GEDU 533 Methods for Teaching Science

This course examines the theory of how children learn science. Emphasis will be placed on science as process, involving active participation for elementary and middle grades education. The relationship of science to other areas of the curriculum will be stressed. *3 Hrs.*

GEDU 539 Practicum in Teaching Elementary Education

This course is designed to be the culminating course for students enrolled in the Master of Education Elementary Education degree program. Students will develop a major independent practicum project that will integrate the theoretical and clinical dimensions of their course work. Classroom application is an expected outcome of this experience. *3 Hrs.*

GEDU 540 Social Studies for Teachers

This course is designed to help teachers develop a social studies curriculum which encompasses recent research and methodology developments. *3 Hrs.*

GEDU 570 Educational Testing

This course introduces basic concepts and principles of evaluation. Both standardized and teacher-made tests will be considered. *3 Hrs.*

GEDU 590 Topics in Education

The course provides intense consideration of a topic in education related to students in grades K-9. The topic for the course will vary from term to term. *3 Hrs.*

GEDU 592 Directed Individual Study

This course requires independent reading and investigation of the literature relevant to a specific topic or area of education. Students must complete and have approved a proposal for an Independent Study on a form available in the Graduate School office, prior to registration for this course. This course may be repeated for a maximum of six credit hours. *1, 2, 3 Hrs.*

GEDU 594 Teaching Practicum

This course is designed for the student who is seeking a master's degree in an area or grade level other than that of initial certification. It is graded Pass/Fail. *4, 5, 6 Hrs.*

GEDU 595 Models of Teaching

This course presents alternative models of teaching and analysis of instruction for elementary and middle-school teachers: curriculum foundations, analysis and implications. It includes analyzing instructional models for their implications for the design of learning environments, learning styles, alternative goal structures, and possible modes of evaluation. *3 Hrs.*

GEDU 599 Seminar in Curriculum and Instruction

This course provides an in-depth study of selected problem areas in intermediate school curriculum and instruction. *3 Hrs.*

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The area code for Queens College is (704).

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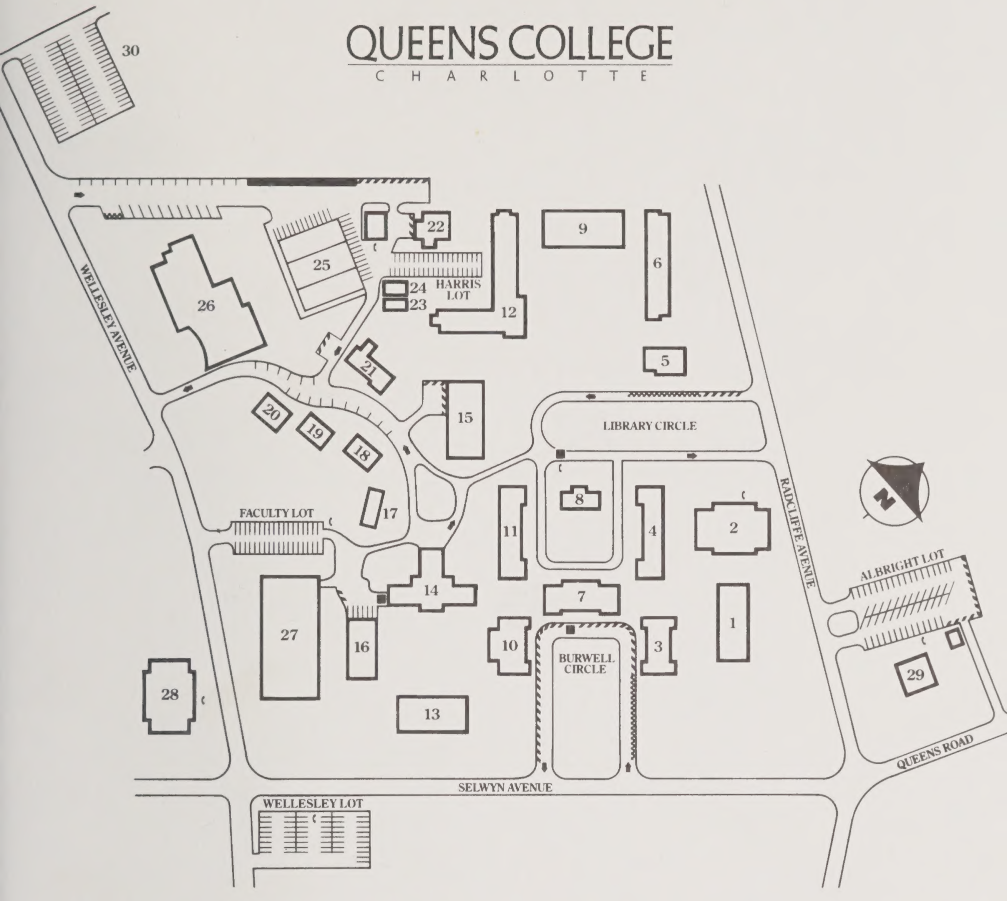
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HARRIS LOT
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WELLESLEY AVENUE
21
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LIBRARY CIRCLE
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FACULTY LOT
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4
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RADCLIFFE AVENUE
N
ALBRIGHT LOT
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27
16
10
BURWELL CIRCLE
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1
29
28
13
QUEENS ROAD
SELWYN AVENUE
WELLESLEY LOT

1. Belk Chapel
2. Albright Residence Hall
3. Jernigan Building (Snack Bar)
4. Long Residence Hall
5. Stultz Building (Post Office)
6. Belk Residence Hall
7. Burwell Hall (Administration)
8. Blair Building
9. Wallace Residence Hall
10. McEwen Building (Liberal Learning)
11. Watkins Art Building
12. Harris Residence Hall
13. Walker Science Building (Computer Center)
14. Morrison Dining Hall (Bookstore downstairs)
15. Everett Library
16. Dana Building
17. Tillett Building
18. Faculty Club
19. Sorority Lodge
20. Sorority Lodge
21. Student Health Center
22. Heating Plant
23. Greenhouse
24. Maintenance Shop
25. Tennis Courts
26. Ovens Gymnasium
27. E.H. Little Fine Arts Center
28. Barnhardt Residence Hall
29. Harris House (Continuing Education, Queens Excel)

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